

# Paper 1 – Officer Paper

|  |  |
| --- | --- |
| **Faculty:** |  |
| **Event date:** |  |
| **Validation/Review of:** |  |
| **Apprenticeship level:****(delete if not applicable)** |  |
| **Apprenticeship standard:****(delete if not applicable)** |  |

|  |
| --- |
| **Module information**List all modules being validated/reviewed, whether new or existing and if any are delivered in Distance Education mode |

|  |
| --- |
| **New modules to be validated** |
| **Module code** | **Module title** | **Level** | **Delivery method** |
|  |  |  | [ ]  DE [ ]  On-site/blended |
|  |  |  | [ ]  DE [ ]  On-site/blended |
|  |  |  | [ ]  DE [ ]  On-site/blended |
|  |  |  | [ ]  DE [ ]  On-site/blended |
|  |  |  | [ ]  DE [ ]  On-site/blended |
|  |  |  | [ ]  DE [ ]  On-site/blended |

|  |
| --- |
| **Existing modules to be reviewed** |
| **Module code** | **Module title** | **Level** | **Delivery method** |
|  |  |  | [ ]  DE [ ]  On-site/blended |
|  |  |  | [ ]  DE [ ]  On-site/blended |
|  |  |  | [ ]  DE [ ]  On-site/blended |
|  |  |  | [ ]  DE [ ]  On-site/blended |
|  |  |  | [ ]  DE [ ]  On-site/blended |
|  |  |  | [ ]  DE [ ]  On-site/blended |

|  |
| --- |
| **Modules used by this/these programme(s) but do not require validation or review** |
| **Module code** | **Module title** | **Level** | **Delivery method** |
|  |  |  | [ ]  DE [ ]  On-site/blended |
|  |  |  | [ ]  DE [ ]  On-site/blended |
|  |  |  | [ ]  DE [ ]  On-site/blended |
|  |  |  | [ ]  DE [ ]  On-site/blended |
|  |  |  | [ ]  DE [ ]  On-site/blended |
|  |  |  | [ ]  DE [ ]  On-site/blended |

|  |
| --- |
| **Web links to validation/review documentation** |
| *Please include web links to further validation/review documentation as appropriate, including those listed in the documentation for validation or review list* |
| Further guidance for those involved in validations or reviews is available in section 3 of the learning and quality enhancement handbook and includes roles and responsibilities of panel members – guidance 3v. The following were used in the development of these programmes: |
| **Terms of reference** |
| The University Assurance Committee authorises the panel to operate on its behalf to validate the above proposal.The panel may make one of four decisions for each programme/subject under consideration:a) Approved with no conditions or recommendationsb) Approved with no conditions but possibly recommendations\*c) Approved with conditions and possibly with recommendations\*d) Rejected and referred back for further work\*b and c can be approved for less than the standard six years – the reason for a shorter time period should be clearly recorded in the validation report.Recommendations do not have to be met in order for the programme to run but must be responded to.Outcomes of validation and review events are noted by the Assurance Committee on an annual basis.The purpose of this event is to ensure proposals are academically sound and meet the university academic standards and that they provide students with the appropriate learning opportunities. In reaching its decision the panel should take into account the written documentation and oral feedback. The panel should:* consider whether the aims and outcomes are appropriate, can be achieved through the subject, programme and module teaching and learning strategies, are supported by the curriculum and can be demonstrated by the assessment methods (except for franchised programmes)
* ensure the university programme specification is completed for the proposal
* validate all required module narratives
* ensure the appropriate subject/programme specific resources are in place to support the proposal
* agree the length of approval
* ensure the proposal is consistent with the Faculty/University policies and strategies
* ensure any apprenticeship programme is appropriately mapped to the Apprenticeship Knowledge, Skills and Behaviours (KSBs)
* ensure any DE programmes are appropriately considered in line with Guidance 3iv
 |
| **The proposal** |
| **Approval to proceed to validation/review event**This proposal was approved to proceed to a validation / review event by the Faculty Academic Planning and Quality Committee (APQC) on the dd/mm/yyyy. The committee ensures the proposal makes business sense in terms of student demand, income generated and resources required to run it. This process also serves to provide advance notice to the relevant sections of the university about changes to academic provision.The committee set the following condition(s) in relation to the proposal: [please delete if no conditions] |
| The following programme adjustments from the 2031 Learning Framework have been approved for these programmes: (list approved programme adjustments)(delete if not applicable)The Director of Academic Quality Service set the following condition(s) in relation to the programme adjustments: [please delete if no conditions] |

|  |
| --- |
| **Model of Collaboration:** [please delete this section if not appropriate] |
| This/these programme(s) is/are [please delete as appropriate]**Joint programme** – a University programme or part thereof, leading a qualification of the University, designed, delivered and assessed jointly with a Partner Institution (or Institutions) and quality assured by the University**Franchised programmes** – a University programme, or part thereof, leading to a qualification of the University, designed, assessed and quality assured by the University but delivered at and by a Partner Institution.**Validated programme** – a programme of study, developed, assessed and delivered by a Partner Institution, awarded by and ultimately quality assured by the University.Please find further information in Guidance 5iv – Collaborative Programmes Comparison Table[Learning and Quality Enhancement Handbook (LQEH) | Middlesex University London (mdx.ac.uk)](https://www.mdx.ac.uk/about-us/policies/academic-quality/handbook) |