**

Name of Faculty:

**Unconfirmed / Confirmed Validation/Review Report** (delete as applicable)

*The standard text should be included in the report. Italics are for guidance.*

1. **Programme details**

|  |  |
| --- | --- |
| **Apprenticeship Standard** | *Delete if not applicable* |
| **Entry Awards** | *List all entry awards – including Foundation Years.*  *If the programme title has changed the new title should be used with the original version in brackets after it. Ensure any associated Foundation years/pathways are included.* |
| **Exit Awards** | *List all named exit awards* |
| **Campus/sites** | *List all campuses/sites that the programme(s) will run at* |
| **Proposed start date** | *Date of first/next enrolment* |
| **Intake months** | *Insert details of the proposed intake months* |
| **Mode of study** | FT  PT |
| **Delivery method** | DE  On campus/Blended |
| **Collaborating Faculty (if applicable)** | *Provide details of other Faculties that are contributing to the programme(s) if applicable* |
| **Articulation Agreements** | *Please list or state none* |

1. **Collaborative detail** *(delete if not applicable)*

|  |  |
| --- | --- |
| **Partner name** |  |
| **Type of collaborative programme** | *Franchised, Joint or Validated – delete as appropriate* |
| **Site(s) on which programme(s) will run** |  |
| **Language of tuition** |  |
| **Language of assessment** |  |
| **Is this a Dual award?** | Yes – Please specify partner and award name:  No |
| **Is this a Joint award/double degree** | Yes – please specify partner/organisation name(s):  No |
| **Will RPL be offered** | Yes  No |
| **RPL procedures to be used** *(delete if not applicable)* | Individual RPL claims to be submitted to relevant Faculty Quality Committee for approval  Partner RPL procedures approved on behalf of the University by the relevant Faculty Quality Committee as part of Institutional Approval / Re-Approval |
| **Regulations in use** | Middlesex University Regulations  Partner Regulations \* please confirm the approval status i.e. approved by Academic Registrar or in the process of being approved. |

**3. Proposal approval**

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.

Please also include information about approved programme adjustments as appropriate.

1. **Type of event**

|  |  |
| --- | --- |
|  | Programme titles |
| (DE*) delete as appropriate* Validation |  |
|  |  |

|  |  |  |
| --- | --- | --- |
|  | Programme titles |  |
| Review |  | Six yearly  Specially convened |
|  |  | Six yearly  Specially convened |

State whether the Review is six yearly or specially convened (if specially convened indicate the reason)

1. **Module information** *(delete as applicable)*

|  |  |  |  |
| --- | --- | --- | --- |
| **New Modules to be Validated** | | | |
| **Module Code** | **Module Title** | **Level** | **Delivery Method** |
|  |  |  | DE  On-campus/Blended |
|  |  |  | DE  On-campus/Blended |

|  |  |  |  |
| --- | --- | --- | --- |
| **Existing modules to be Reviewed** | | | |
| **Module Code** | **Module Title** | **Level** | **Delivery Method** |
|  |  |  | DE  On-campus/Blended |
|  |  |  | DE  On-campus/Blended |

|  |  |  |  |
| --- | --- | --- | --- |
| **Modules used by this/these programmes but do *not* require Validation or Review** | | | |
| **Module Code** | **Module Title** | **Level** | |
|  |  |  | DE  On-campus/Blended |
|  |  |  | DE  On-campus/Blended |

1. **Date and venue of event**

The validation/review event took place on *Date* at the *Hendon Campus/Partner’s address*

1. **Conduct of validation/review** *(delete as applicable)*

The review/validation was conducted via a full one-day event and through a series of meetings with student representatives, the Senior Team and the Programme Team. These meetings explored matters relating to the quality and standards of the programme and the quality of learning opportunities available to students. A tour of the facilities including the ........................... was also undertaken. (Edit paragraph as required)

The following people attended the review/validation event:

|  |  |  |
| --- | --- | --- |
| **Panel** | | |
| **Chair:** | NAME (including title) | POSITION |
| **University Representative:** | NAME (including title) | POSITION |
| **External Assessor:** | NAME (including title) | POSITION |
| **External Assessor:** | NAME (including title) | POSITION |
| **Student Representative:** | NAME (including title) | POSITION |
| **Officer:** | NAME (including title) | POSITION |
| **Observer: (Delete as appropriate)** | NAME (including title) | POSITION |

|  |  |
| --- | --- |
| **Senior Staff (if appropriate)** | |
| NAME (including title) | POSITION |

|  |  |
| --- | --- |
| **Programme Team and Support Staff** | |
| NAME (including title) | POSITION |

1. **Evidence base**
   1. The following documents were presented to the Panel in advance of the event:

|  |  |
| --- | --- |
| 8.2 | In addition to the above, the following weblinks were provided: |

8.3 The following documents were tabled at the event: (edit as required)

1. **Proposal design and standards**

In recording discussion of the design principles underpinning the proposal ensure that due consideration has been taken of the items listed in Programme Leader guidance 3xii, precept 4, checklist of areas for consideration in preparing the programme.

In particular, there should be separate paragraphs relating to each of the following. If these were not discussed, please note ‘The panel were satisfied with the…’:

* Equality, Diversity and Inclusion *(possibly as part of the T&L strategy discussion)*
* RPL
* Admissions
* Graduate Competencies (for UG in-house, franchised, joint programmes only)
* Subject Benchmarks
* Data (for reviews)
* Additional programme costs for students
* Transitional Arrangements

Programme team to confirm that all affected students have agreed to changes/transition arrangements (for reviews) in line with MU Academic Policy Statement APS 28: Making Changes to Published Programme Related Information

A sentence MUST be included in every review report to state:

“All affected students have been consulted and agreed the proposed changes OR arrangements have been made for students to continue with their existing programme.”

1. **Contents of the programme specification and module narratives**

*Extent to which the programme specification adheres to university template and guidance. (All programmes require programme specifications). For partner events, please remember to include discussion re adherence to the Programme Handbook template either in this section or Section 8.*

* Confirmation all module narratives are validated.
* Please list all modules and state whether any comments were made by the Panel for each one

Programme Specification

|  |  |
| --- | --- |
| Programme title | |
| Section/page | Amendment required |
|  |  |
|  |  |
|  |  |
|  |  |

Module Narratives

|  |  |  |
| --- | --- | --- |
| Module Code | Section/page | Amendment required |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Monitoring and review**

Length of approval:

|  |  |
| --- | --- |
| Standard six years |  |
| Other: please clarify length and rationale |  |

1. **Conclusions on quality, standards, currency and validity**

*This should give a clear account of the decision of the panel. Accurate wording of this section is essential, particularly in the case of complicated events, as this section is likely to be referred to in the future.*

#### Approved or approved subject to conditions and/ or with recommendations

#### (edit as required)

*[FOR VALIDATIONS] (this section to be used if the event includes both a validation and review)*

The panel concluded that subject to the conditions and/or consideration of the recommendations below:

* the intended learning outcomes will be obtained by students, quality and standards will be achieved and the programme specification will be delivered
* the programme/subject is current and valid in the light of developing knowledge in the discipline, practice in its application, and developments in teaching and learning.

*[FOR REVIEWS] (This section only to be used if the event does not include a validation)*

The panel concluded that subject to the conditions and/or consideration of the recommendations below:

* the intended learning outcomes are being obtained by students, quality and standards are being achieved and the programme specification is being delivered
* the programme/subject remains current and valid in the light of developing knowledge in the discipline, practice in its application, and developments in teaching and learning.

#### Referred back

*If a proposal is referred back for further work, an action list should be generated and earlier parts of this report should clearly indicate what has led the panel to this decision. When using the following text care should be taken to omit statements which are not applicable. For instance although the intended learning outcomes may not be obtained by students the panel may have found that the programme is current and valid in light of developing knowledge in the discipline.*

*[FOR VALIDATIONS]*

The panel concluded that:

* The intended learning outcomes will NOT be obtained by students, quality and standards will NOT be achieved and the programme specification will NOT be delivered;
* The programme/subject is NOT current and valid in the light of developing knowledge in the discipline, practice in its application, and developments in teaching and learning; and provided the action list set out below.

*[FOR REVIEWS]*

The panel concluded that:

* The intended learning outcomes are NOT being obtained by students, quality and standards are NOT being achieved and the programme specification is NOT being delivered;
* The programme/subject did NOT remain current and valid in the light of developing knowledge in the discipline, practice in its application, and developments in teaching and learning; and provided the action list set out below.

#### Memorandum of Cooperation (Delete for in-house events)

The memorandum of cooperation is to be finalised and signed by the principal/chief executive of the partner institution and for Middlesex University by the University Executive or delegated nominee one month before the programme may run.

1. **Commendations**
2. **Panel Conditions and Recommendations and team response**

|  |  |
| --- | --- |
| **Conditions** | **Response (please cross-reference with page numbers where appropriate)** |
|  |  |
|  |  |
| **Recommendations** | **Response (please cross-reference with page numbers where appropriate)** |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Deadline for conditions and recommendations**

Revised documentation and compliance statement to be sent to (insert name) by (date) for consideration by the Chair (and University Representative/External Assessor(s)).