**XXXXXXXXXXXXXXXXX**

**INSTITUTIONAL AND COURSE VALIDATION DOCUMENTATION CHECKLIST**

The checklist below outlines the institutional and course validation documentation that will be provided by the University of Essex and XXXXXX for the partner institution and course approval event. The documentation will be sent electronically to members of the institutional and course validation panel prior to the event.

**Institutional Documentation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Documentation to be provided** | | **Responsibility** | **Documents attached** |
|  | **Institutional Higher Education strategy** and details of how this aligns with the University’s Strategic Plan and Education Strategy[[1]](#footnote-1). |  |  |
|  | **Organisational Charts** and details of key **Higher Education staffing roles** relating to the Partnership. |  |  |
|  | Details of **institutional** **internal Higher Education committee structures** or equivalent to support decision making(including membership and terms of reference if appropriate). |  |  |
|  | **Institutional Higher Education learning, teaching and assessment strategy** |  |  |
|  | **Institutional Higher Education policies and procedures** mapped to the University’s policies and procedures. |  |  |
|  | Details of **Higher Education learning resources**, including specific subject-related resources. |  |  |
|  | **Higher Education staff development activity,** including engagement with scholarly activity. |  |  |
|  | Details of **Student Support services**, including links to relevant academic support, general advice and assistance and careers guidance information. |  |  |
|  | Evidence of **student representation and feedback,** including course committee minutes, or notes from student forums for the last academic year. |  |  |
|  | **Equality and diversity** information and policy (including evidence of how the needs of disabled students are addressed) |  |  |
|  | Evidence of **employer engagement** (if applicable). |  |  |

**Course Documentation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Documentation to be provided** | | **Responsibility** | **Documents attached** |
|  | A statement explaining the **course rationale, aims and objectives,** including consideration of the [University’s Education Strategy](http://www.essex.ac.uk/about/strategy/). |  |  |
|  | **Learning, teaching and assessment strategy** including summary of assessment methods used for each module and associated submission deadlines, assessment criteria and rules of assessment, in accordance with the University’s [Postgraduate Rules of Assessment](http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/assess-rules.aspx). |  |  |
|  | **Programme Specification** with course title, including programme and delivery structure, [QAA benchmark statements](http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/subject-benchmark-statements) and named and unnamed exit awards. |  |  |
|  | All **module outlines**, by level/stage including assessment tasks and up to date **reading lists** which clearly define required reading and recommended reading(unless included in the Student Handbook). |  |  |
|  | **Module Maps** – mapping exercise showing the relationship between the course and the module learning outcomes. |  |  |
|  | **Recruitment, selection and admissions criteria** including entry profile data, target market(s) and estimated student numbers and induction information. |  |  |
|  | **Current** **course management and staffing** (including staff CVs for the institution outlining relevant qualifications, current and recent positions held and relevant publications). |  |  |
|  | **Student course handbook** |  |  |

1. <http://www.essex.ac.uk/about/strategy/> [↑](#footnote-ref-1)