**Essex logo black U:BLEDUniversity of Essex Partnerships Team**

**New Partnership and Course Self Evaluation Document**

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| **University of Essex Faculty / School / Centre:** | |
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| **Partner Institution:** | |
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| **Please list any other departments involved** (*if applicable*): |  |

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| **Proposed duration of the agreement:** |
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| **Proposed start date of the course:** |

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| **Rationale:**  *(including reasons for proposing the introduction of a new partnership and award and how it aligns with the core mission of the University, being excellence in research and excellence in education. Please also refer to the* [*strategic framework for partnerships*](https://www.essex.ac.uk/partners/documents/restricted/partnerships-framework.pdf)*)* |
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**Overview of the scope and context of the validation**

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| **Qualification(s) and Title(s) for all courses being validated** | |
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| **Embedded (exit) awards[[1]](#footnote-1)**  *Please specify for each award above[[2]](#footnote-2).* | |
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| **Will the exit awards be standard as defined in the RoA?[[3]](#footnote-3)** | Yes / No |
| **If no, please list the titles of the exit awards for each qualification above:[[4]](#footnote-4)** | |
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| **Modes of Study** *(F/T, P/T, credit accumulation)*: | |
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| **Location of Study:** | |
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| **Language of delivery and assessment**  *(for international partnerships)*: |  |
| **Length of Course** *(months or years)*: |  |
| **Proposed date of admission of first student cohort:** |  |
| **Funding source** *(e.g. HEFCE full or co-funding, independent)*: | |
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| **Regulatory / professional body accreditation required?** | |
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| **Partners Higher Education Strategy**  *Please provide details of the institution’s Higher Education strategy, reflecting on how this aligns with the University’s* [*Strategic Plan*](https://www.essex.ac.uk/about/strategy/) *and* [*Education Strategy*](http://www.essex.ac.uk/about/strategy/documents/education_strategy.pdf)*. Please also include details of the impact of any relevant internal and external factors, including the University’s Curriculum Review and Partnership Performance Indicators (as appropriate).* | |
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| **Partners Operational Management**  *Please describe the Partner’s mechanisms for the management and quality assurance of Higher Education (HE) provision, including engagement with the* [*QAA UK Quality Code for HE*](http://www.qaa.ac.uk) *and how the development, approval, monitoring and review of academic provision is managed. Please provide details of the HE policies and procedures in place and how these map to the University’s policies and procedures. Please outline the key HE staffing roles and the reporting structures in place, including the liaison points with the University.* | |
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| **Higher Education Learning, Teaching and Assessment**  *Please provide details of the Partner’s teaching and assessment strategy* | |
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| **Description of the proposed courses including how internal and external reference points have been considered when developing the course(s). Internal and external reference points include:**   * *Professional, Statutory and Regulatory Body (PSRB) accreditation* * *Quality Assurance Agency (QAA) UK threshold standards* * *Research Council requirements and reports ( where applicable)* * [*University's Strategic Plan*](http://www.essex.ac.uk/about/strategy/documents/strategic-plan.pdf) * [*University’s Education Strategy*](http://www.essex.ac.uk/about/strategy/documents/education_strategy.pdf) |
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| **Do the syllabus structure and assessment arrangements conform to those normally operated by the Faculty/Department?** |
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| **Is it anticipated at this stage that a variation to the Rules of Assessment will be required*?*** *(see* [*http://www.essex.ac.uk/quality/university\_policies/Statement\_variation.asp*](http://www.essex.ac.uk/quality/university_policies/Statement_variation.asp) *for guidance)* |
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| **Does the proposed course engage in a substantial way with subject areas normally taught in other Departments/Faculties? If so, have they been consulted?** |
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| **Are there any unusual features of the course that lie outside normal arrangements within the Faculty/Department?** |
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| **Are there any other special arrangements upon which the course will depend?**  *(e.g. placement, year abroad, study visits)* |
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| **Are there any aspects of this course or modules within the course that might present any particular difficulties for students with disabilities?** *(if yes, please provide details)* |
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**Anticipated Demand**

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| **Expected size of intake over three year period:** | | | | | |
| **Year 1:** |  | **Year 2:** |  | **Year 3:** |  |

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| **Evidence of demand** *(including outcomes of consultation with industry/employers):* |
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| **Outcomes of consultation with Marketing and External Relations:** |
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| **Proposed recruitment strategy** *(including any proposed variations to standard admissions / entry requirements):* |
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**Partner Resources and Costs**

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| **Learning Resources**  *Please outline the learning resources provided, including staffing, teaching accommodation, Library, IT and the virtual learning environment.* |
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| **Please provide details of any institutional costs involved in the maintenance of the partnership. Give consideration to:**   * **The time commitment involved in maintaining the partnership** * **Any financial costs involved in maintaining the partnership** |
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| **Additional resources required following validation:** | |
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| **Staffing resources:** |  |
| **Library provision:** |  |
| **IT provision:** |  |
| **Office accommodation and equipment:** |  |
| **Non-standard opening of facilities:** |  |
| **Ongoing publicity and promotion:** | |
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| **Other associated costs not otherwise incurred by the Department:** | |
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| **Higher Education Staffing and Staff Development**  *Please provide details of the approach taken by the Partner to HE staff recruitment, induction, training, development and performance management for members of staff involved in the delivery or support of HE provision. Please outline the opportunities for staff to engage in scholarly activity and details of what has been undertaken.* |
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| **Student Support**  *Please outline the student support arrangements in place and evaluate their effectiveness. Please comment on the management of equality and diversity.* |
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| **Student Representation and Feedback**  *Please describe the arrangements in place to gain feedback from students.* |
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| **Accuracy and completeness of Published Information**  *Please outline the mechanisms in place to ensure the accuracy and completeness of the Partner’s published information, including liaison with the University of Essex.* |
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| **Highlight any key themes that you would like the Panel to consider at the validation event.** |
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1. Where a student does not achieve the required credit to be awarded the qualification they registered for, the Examination Board may consider them for an intermediary award (e.g. if a student failed to pass the required number of credits for a Bachelors degree, they could be considered for a Certificate or Diploma of Higher Education). Details of standard intermediary awards are given in the Rules of Assessment for each award. [↑](#footnote-ref-1)
2. Modules that need to be passed to gain a named exit award should be detailed in the programme specification for the main award. [↑](#footnote-ref-2)
3. Standard exit awards on UG awards are unnamed (e.g. CertHE). Standard PGT [↑](#footnote-ref-3)
4. Named UG exit awards (e.g. CertHE Business Studies) can be validated, and should be specified above if desired. Titles of PGT exit awards should be specified if different from the main award. **Variations from the standard RoA need to be approved by Senate on recommendation by the Education Committee.** [↑](#footnote-ref-4)