



**INSERT  
MINISTRY OF  
EDUCATION  
SEAL**

**PROCEDURES  
FOR THE VALIDATION  
OF MODULES AND PROGRAMMES**

## **PROCEDURES FOR THE VALIDATION OF MODULES AND PROGRAMMES**

Validation or revalidation of programmes involves four stages:

1. Programme teams fill in a Programme Proposal Form (Appendix A), with the advice of Quality Office. Programmes are 'costed' in terms of staff input by the Programme Team; Finance later translate this into a staff cost in terms of salaries/money. The PPFs are approved within Faculty, and the Dean 'signs them off' as fitting within the Faculty Plan. Faculties. The forms are also scrutinised by the Vice Rector Academic to ensure they conform to the University's overall strategy for taught programmes, and the Vice Rector Administration and Finance to confirm resources. Permission is given to proceed.
2. Programme teams fill in a Module Descriptor Form (Appendix B) for each module on their proposed programme. These are discussed with Quality Office, considered by the Faculty in conjunction with the Programme Proposal Forms, and given preliminary approval.
3. Programme teams fill in a Programme Specification Form. This is considered at a University-level Board attended or advised by an external adviser, and the module descriptions for the programme and the c.v.s of staff are also made available to the meeting.
4. If provisional approval is given, Senate receives a summary report of the programme and the proceedings and gives final approval.

[Validation of single modules involves only Stages 2 and 4 above but also requires VRA approval at Stage 2.]

- 5 An Academic Quality Committee needs to be formed to receive the reports from Validation Panels and, later, annual quality monitoring reports from Faculties. Membership might be Vice Rector Academic (Chair), Director of Quality, other central staff who may be deemed relevant in a given institution, and one representative from each Faculty. This Committee will receive a shortened Programme Description and reports from the Validation Panel and the module meetings. After discussion an abstract of these will be passed to Senate for approval.

APPENDIX A: **PROGRAMME PROPOSAL FORM****1. PROGRAMME DETAILS**

1 <b><u>Programme Title</u></b>				
2 <b><u>Exit Awards</u></b>				
3 <b><u>Modes of Attendance</u></b> <i>(please tick)</i>	Part-time		Full-time	
	Distance Learning		Work-based Learning	
	Other (please specify)		Short course	
	1		5	
	2		6	
4 <b><u>Resource group:</u></b> (See Notes of Guidance)	<b>3</b>		<b>Other (write in)</b>	
	4			
5 <b><u>First year of presentation</u></b>			Current Session (short courses only)	

**2. PROGRAMME FUNDING AND ADMINISTRATION**

1 <b><u>Programme</u></b> <b><u>Organiser/Leader:</u></b>		
2 <b><u>Programme Development Team</u></b>		
<b>Name</b>	<b>Faculty</b>	
	(Chair)	
	(Library Representative)	
	(CIT Centre Representative)	
3 <b><u>Faculty/ School/Centre administratively responsible for the programme</u></b>		

<b>4 <u>Projected Student numbers – Government-Sponsored</u></b>	<b>First year of presentation</b>				
YEAR					
Level 1					
Level 2					
Level 3					
Level 4					
Level 5					
Level 6					
TOTAL					

**5 Projected student numbers –Private:**

YEAR								
	<b>Full-time</b>	<b>Part-time</b>	<b>Full-time</b>	<b>Part-time</b>	<b>Full-time</b>	<b>Part-time</b>	<b>Full-time</b>	<b>Part-time</b>
Level 1								
Level 2								
Level 3								
Level 4								
Level 5								
Level 6								
Short Courses								
TOTAL								

**6 WILL THE PROGRAMME BE RESOURCED FROM THE EXISTING RESOURCES OF THE CONTRIBUTING FACULTY(S), SCHOOL(S), CENTRE(S)?**

<b>YES</b>		<b>NO</b>	
If 'No' please indicate the resource requirements, including the proposed source of funding.			

## 7 STAFFING (numbers of staff at each grade – or estimate)

	Year				SOURCE OF FUNDS
<b>Academic Staffing</b>					
Full professors					
Associate professors					
Senior lecturers					
Lecturers					
Assistant lecturers					
Tutorial assistants					
(Other – e.g. short-term expatriate)					
Support Staff					
Technical & Other Staff					
Equipment					
Library					
Other					

Note: you do not have to fill in the last three rows, but make a note in Q8 of any unusually high or low demands – otherwise you will be credited with the programme average for the number of students.

**8 General accommodation requirements**

(Please give details of the classroom and laboratory space required to deliver the programme and whether the space is currently available)

### **3. PROGRAMME BACKGROUND, RATIONALE AND INDICATIVE CONTENTS**

(See Notes of Guidance)

#### 4. UNIT APPROVAL

Faculties/Schools/Centres contributing to Programme (this table should be signed by the Deans/Heads of all Units contributing to the programme to confirm agreement with the proposal).

Faculty	Dean /Director	Date
1	Signature	
	Print Name	
2	Signature	
	Print Name	
3	Signature	
	Print Name	
4	Signature	
	Print Name	

#### Seen and noted

Library	Signature	
	Print Name	
ICT	Signature	
	Print Name	
Quality Office	Signature	
	Print Name	

#### 5. CENTRAL AUTHORISATION

##### Estimated cost in FRw

Staffing - total					
Equipment					
Library					
Other					
<b>Overall total</b>					

Resource Confirmation \_\_\_\_\_ Date: \_\_\_\_\_  
**VRAF**

Approved \_\_\_\_\_ Date: \_\_\_\_\_  
**VRA**

**APPENDIX B: MODULE DESCRIPTION FORM**

1. **Module Code:** \_\_\_\_\_ **Faculty:** \_\_\_\_\_
2. **Module Title:** \_\_\_\_\_
3. **Level:** \_\_\_\_\_ **Semester:** \_\_\_\_\_ **Credits:** \_\_\_\_\_
4. **First year of presentation:** \_\_\_\_\_ **Administering Faculty:** \_\_\_\_\_
- 5: **Pre-requisite or co-requisite modules, excluded combinations**

**6 Allocation of study and teaching hours See Notes of Guidance**

Total student hours _____	Student hours	Staff hours
Lectures		
Seminars/workshops		
Practical classes/laboratory		
Structured exercises		
Set reading etc.		-----
Self-directed study		-----
Assignments – preparation and writing		
Examination – revision and attendance		
Other:		

**6.1 Brief description of aims and content (not more than five lines)**

## 6.2 Learning Outcomes

### Knowledge and Understanding

Having successfully completed the module, students should be able to demonstrate knowledge and understanding of:

### Cognitive/Intellectual skills/Application of Knowledge

Having successfully completed the module, students should be able to:

### Communication/ICT/Numeracy/Analytic Techniques/Practical Skills

Having successfully completed the module, students should be able to:

### General transferable skills

Having successfully completed the module, students should be able to:

## 7. Indicative Content

## 8 Learning and Teaching Strategy

## 9 Assessment Strategy

## 10 Assessment Pattern

<b>Component</b>	<b>Weighting (%)</b>	<b>Learning objectives covered</b>
<b>In-course assessment:</b>		
<b>Final assessment:</b>		

**11 Strategy for feedback and student support during module**

**12 Indicative Resources**

**Core Text (include number in library or URL) (inc ISBN)**

**Background Texts (include number in library or URL) (inc ISBN)**

**Journals**

**Key websites and on-line resources**

**Teaching/Technical Assistance**

**Laboratory space and equipment**

**Computer requirements**

**Others**

**13: Please add anything else you think is important****14: Teaching Team****4. UNIT APPROVAL**

Deans and Heads of all Departments contributing to the programme to confirm agreement.

<b>Department</b>	<b>Dean/Head of Department</b>	<b>Date</b>
<b>1</b>	Signature	
	Print Name	
<b>2</b>	Signature	
	Print Name	
<b>3</b>	Signature	
	Print Name	
<b>4</b>	Signature	
	Print Name	

**Seen and agreed**

<b>Library</b>	Signature	
	Print Name	
<b>ICT</b>	Signature	
	Print Name	
<b>Quality Office</b>	Signature	
	Print Name	

**APPENDIX C: PROGRAMME SPECIFICATION FORM**

**1. PROGRAMME DETAILS**

<b>1 <u>Programme Title</u></b>				
<b>2 <u>Exit Awards</u></b>				
<b>3 <u>Modes of Attendance</u></b> <i>(please tick)</i> _____	Part-time		Full-time	
	Distance Learning		Work-based Learning	
	Other (please specify)		Short course	
	1		5	
	2		6	
<b>4 <u>Resource group:</u></b> (See Notes of Guidance)	<b>3</b>		<b>Other (write in)</b>	
	4			
<b>5 <u>First year of presentation</u></b>			Current Session (short courses only)	

<b>1 <u>Programme</u></b> <b><u>Organiser/Leader:</u></b>	
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<b>2 <u>Programme Development Team</u></b>	
<b>Name</b>	<b>Faculty</b>
(Chair)	
(Library Representative)	
(CIT Centre Representative)	

<b>3 <u>Faculty/ School/Centre administratively responsible for the programme</u></b>
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**2. PROGRAMME FUNDING AND NEED FOR RESOURCES (changes since Programme Proposal Form)**

**Student numbers: Intake per year \_\_\_\_\_ into Level \_\_\_\_**  
**Eventual population, all years: \_\_\_\_\_**

**3 PROGRAMME AIMS AND RATIONALE (See Notes of Guidance)**

#### **4.1 PROGRAMME LEARNING OUTCOMES (include modules not bearing credit)**

##### Knowledge and Understanding

At the end of the programme students should be able to demonstrate knowledge and understanding of:

##### Cognitive/Intellectual skills/Application of Knowledge

At the end of the programme students should be able to:

##### Communication/ICT/Numeracy/Analytic Techniques/Practical Skills

At the end of the programme students should be able to:

##### General transferable skills

At the end of the programme students should be able to:

**Specific learning outcomes for u/g Levels 1-4 should be included in the Appendix to this Document**





**5. LEARNING AND TEACHING STRATEGY**

**6. ASSESSMENT STRATEGY**

**7. STUDENT PROFILE**

**8. SPECIFIC ADMISSION CRITERIA**

**9. STRATEGY FOR STUDENT SUPPORT**

**10. PROGRAMME-SPECIFIC NEED FOR RESOURCES  
AND UNUSUAL DEMANDS ON INSTITUTIONAL RESOURCES**

**11. STRATEGIES FOR CONTINUOUS ENHANCEMENT AND FUTURE DEVELOPMENT**

**12. STAFF DEVELOPMENT PRIORITIES**

**13. ANY OTHER ESSENTIAL INFORMATION**

## PROVISIONAL APPROVAL

### Members of Approval Panel

<b>Role/location</b>		<b>Date</b>
<b>1 Chair (VRAC)</b>	Signature	
	Print Name	
<b>2</b>	Signature	
	Print Name	
<b>3</b>	Signature	
	Print Name	
<b>4</b>	Signature	
	Print Name	
<b>5</b>	Signature	
	Print Name	
<b>6</b>	Signature	
	Print Name	
<b>7</b>	Signature	
	Print Name	
<b>8</b>	Signature	
	Print Name	

### Seen and noted

<b>Library</b>	Signature	
	Print Name	
<b>ICT</b>	Signature	
	Print Name	
<b>Quality Office</b>	Signature	
	Print Name	
<b>VRAF</b>	Signature	
	Print Name	

## **APPENDIX: LEARNING OUTCOMES FOR EACH LEVEL**

### **Level 1**

#### *Knowledge and Understanding*

At the end of the programme students should be able to demonstrate knowledge and understanding of:

#### *Cognitive/Intellectual skills/Application of Knowledge*

At the end of the programme students should be able to:

#### *Communication/ICT/Numeracy/Analytic Techniques/Practical Skills*

At the end of the programme students should be able to:

#### *General transferable skills*

At the end of the programme students should be able to:

### **Level 2**

#### *Knowledge and Understanding*

At the end of the programme students should be able to demonstrate knowledge and understanding of:

#### *Cognitive/Intellectual skills/Application of Knowledge*

At the end of the programme students should be able to:

Communication/ICT/Numeracy/Analytic Techniques/Practical Skills

At the end of the programme students should be able to:

General transferable skills

At the end of the programme students should be able to:

**Level 3**

Knowledge and Understanding

At the end of the programme students should be able to demonstrate knowledge and understanding of:

Cognitive/Intellectual skills/Application of Knowledge

At the end of the programme students should be able to:

Communication/ICT/Numeracy/Analytic Techniques/Practical Skills

At the end of the programme students should be able to:

General transferable skills

At the end of the programme students should be able to:

#### **Level 4**

##### *Knowledge and Understanding*

At the end of the programme students should be able to demonstrate knowledge and understanding of:

##### *Cognitive/Intellectual skills/Application of Knowledge*

At the end of the programme students should be able to:

##### *Communication/ICT/Numeracy/Analytic Techniques/Practical Skills*

At the end of the programme students should be able to:

##### *General transferable skills*

At the end of the programme students should be able to: