

## **Revalidation and Review Process**

### **1. Revalidation**

- 1.1. The revalidation policy and process seek to ensure that the education provision of the University continues to be well-designed, up-to-date and relevant and that the curriculum reflects university policies and priorities. In effect, the revalidation process is a mechanism for both making changes to and updating courses.

### **2. Periodic Review Process and Paperwork**

- 2.1. The Periodic Review process complements the revalidation process for on campus courses and is triggered in a few specific instances primarily relating to regulatory risk or requirements.
- 2.2. This process has a detailed focus on practice around teaching, learning, assessment and student experience and outcomes and does not include curriculum. It requires the preparation of a self-evaluation document and supporting documents with the focus determined by the trigger for the Review.

### **3. Initial Preparation for the Revalidation/ Review Event.**

- 3.1. Review dates and arrangements for internal provision will be agreed with Deans of School and Heads of Subject when they are triggered.
- 3.2. Periodic Review may take a variety of formats depending on the nature of what is being reviewed.
- 3.3. AQD will manage the schedule of revalidation events for internal and collaborative academic partner institutions. Dates for events will usually be set by AQD in consultation with Deans of School/ Heads of Subject. AQD will provide support throughout the revalidation process.
- 3.4. Collaborative partnerships offering validated (rather than franchised) provision are not covered by this revalidation process. In such cases, the Partner Review process shall be used to review and revalidate validated courses.

- 3.5. Revalidation is normally a desk-based process unless the scale/ complexity of



the proposal requires an online meeting to be held or an in-person event.

- 3.6. Teams preparing for revalidation are recommended to undertake workshops on Learning Design, the ESJF Toolkit and on Artificial Intelligence- Learning Teaching and Assessment available through the Centre for Teaching Enhancement (CTE).
- 3.7. AQD will notify course teams where the course(s) in scope for revalidation are also running with a collaborative partner through a franchised arrangement.
- 3.8. Course teams are expected to liaise with collaborative partner(s) to notify them in good time that the course(s) are scheduled for revalidation. Course teams and the collaborative partners are then expected to work together in preparation for the revalidation and collectively will be known as the 'proposing team'.
- 3.9. In addition to the required paperwork detailed below at point 5, the proposing team is expected to submit the relevant paperwork for collaborative partnerships to enable franchised courses to be revalidated at the same time.
- 3.10. Following submission of paperwork, Course Leaders are required to take part in a reflective teaching and learning meeting with a member of CTE.

#### **4. Appointment of External Advisors**

- 4.1. Heads of Subject and Course Leaders are responsible for nominating suitably experienced External Advisor(s) to AQD using the External Advisor Appointment Form (AQD013). For a revalidation which includes collaborative partner provision, AQD will advise if separate external advisers are needed for the collaborative provision, in such cases AQD will be responsible for finding and nominating suitable External Advisors.
- 4.2. AQD will confirm the appointment and liaise with External Advisors in completing the Right to Work process and engagement with the event.

#### **5. Paperwork Required for a Revalidation**

- 5.1. The proposing team is required to complete the following paperwork and submit it to the agreed location on SharePoint for AQD to review.

*For on-campus documentation:*



- Course and/or Subject Area Overview (AQD022) (For revalidations of course(s) offered on campus)
- Course and modules mapping matrix (AQD018) (For revalidations involving a higher number of courses)
- Updated course and module specifications
- Assessment map (AQD008)
- Staff CVs (AQD009)

*For courses running as a franchised arrangement:*

- Overview and rationale of the partnership and the course(s) including a statement to confirm the partner has sufficient resources in place to run the revised course(s),
- Updated and contextualised course and module specifications and assessment map (if applicable)
- Staff CVs and associated matrix indicating which modules staff will be teaching
- Academic Calendar

5.2. Additional information regarding requesting codes, WBL modules, qualifying marks can be found in the [Additional Supportive Information](#) document.

## **6. Paperwork Submission/ Internal Scrutiny**

- 6.1. The Head of Subject/ Course Leader or nominated member of the proposing team is required to upload the revalidation paperwork by an agreed deadline to a designated area signposted by AQD.
- 6.2. AQD will check the paperwork and confirm whether it is ready to go to the panel. This decision is based on the completeness and accuracy of the documents submitted.
- 6.3. AQD scrutiny may result in changes to the documentation being required prior to submission to the revalidation panel, or if there are serious concerns, the matter will be referred to the Chair of the panel.
- 6.4. The Chair of the panel will retain overall authority to determine if the documentation is in sufficient order for the revalidation to go ahead; if it is the view of the Chair that the documentation is not of an appropriate standard or is incomplete, the Chair may advise of a postponement of the revalidation event.

## **7. Purpose and Make-up of the Revalidation Panel**

- 7.1. The revalidation panel will act as a critical friend to review changes since the previous (re)validation and ensure the course meets threshold standards.
- 7.2. The AQD Officer in liaison with the Quality Manager confirms the make-up of the revalidation panel which includes the following:
  - A Chair (from a School other than that proposing the course)
  - An Internal Panel Member (from a School other than that proposing the course or an AQD representative in a management role)
  - One or more External Advisors with subject and/or industry expertise
  - A Student Panel Member (from a different School)
- 7.3. For more information regarding the Panel, see the Revalidation Briefing Note ([AQD024](#))

## **8. The Revalidation Event**

- 8.1. All revalidation events require the panel members to provide feedback on the proposed documentation on the shared online Revalidation Feedback Form (AQD000). This must be received by AQD, at least two weeks before the event, to allow the proposing team time to respond.
- 8.2. Once the responses have been received, the Panel will meet online to confirm the responses are complete and to agree the outcomes.
- 8.3. For larger scale/ more complex revalidations, the Revalidation Event Agenda Template (AQD025) outlines an indicative agenda, the Panel members and proposing team members involved and the suggested duration of each online event.

## **9. Revalidation Outcomes**

- 9.1. The revalidation panel is responsible for deciding on behalf of the Academic Board on the approval of the course(s). Possible revalidation outcomes are as follows:
  - Reapproved
  - Reapproved with conditions (and recommendations)
  - Not Reapproved / Referred back to the Course team for further consideration
- 9.2. The panel can commend the Course team(s) for any areas of good practice



which are identified in either the course documentation or resulting from the discussion on the day and can also set conditions and recommendations of the revalidation.

- 9.3. Following successful revalidation, courses are reapproved for five years. It should be noted that this is the validity of the course(s) that is approved for five years and not the collaborative partnership itself.
- 9.4. Where the panel considers there to be serious concerns with the quality or viability of a course(s), the panel will not recommend the course(s) for reapproval. At this stage the course(s) will be referred to the proposing team for further development.
- 9.5. Where a further re-validation event is arranged, the original make-up of the panel will remain, if possible, to ensure concerns are addressed going forward. In instances where this is not possible, new panel members will be privy to the outcomes set by the original panel to ensure continuity and to uphold the expected standards of the course(s).
- 9.6. An unsuccessful re-validation could ultimately lead to a discussion between AQD and the Dean of School regarding course closure and a proposal of such from the School to APC.

## **10. The Revalidation Outcomes Report and Responses**

- 10.1. The Panel Officer is responsible for preparing the Revalidation Outcomes report, in agreement with the Chair. The Report, which details commendations, conditions and recommendations, must be sent to the Course team within one week of the revalidation event. This applies to all types of revalidations.
- 10.2. For a Revalidation where an in-person or PSRB-accredited event occurs, a further full Outcomes Report will also be sent to the Course team within three weeks of the validation event.
- 10.3. Course team(s) will usually have four weeks to formally respond to conditions, unless agreed otherwise by the Panel team during the event. Course team(s) must revise the course documentation using track changes or yellow highlighting to indicate changes. The revised documentation must be resubmitted along with a supporting summary explaining the changes, by the deadline agreed by the panel.
- 10.4. The panel Chair must check the revised documentation and put in writing that the course can be signed off and become officially revalidated before the new

version of the course can be delivered to students.

10.5. Course team(s) may also be provided with a specific list of minor changes required in course and module specifications which should also be completed by the deadline set and reviewed by the panel Chair.

10.6. Revalidation panels do not have the authority to delete or change course titles but may make a recommendation.

## 11.Revalidation Timeline

