

APPROVAL AND MONITORING

2B.1 VALIDATION OF NEW COLLABORATIVE PROVISION PROGRAMME

- I. Validation of a new collaborative award follows the same validation process as new internal provision. For further information on the Approval Procedure, please see 2B.1.1 New Programmes and Modules Procedures and Guidance.
- II. The planning context, information about the market research that has been undertaken, and confirmation that the proposal has been shown to be financially sustainable may be considered in the first instance. If the information given suggests that the proposal is viable, the academic validation proceeds.
- III. Academic validation normally involves obtaining 2 academic external reviews. These reviewers are appointed by the Collaborations Department. In some instances, a validation event may be held.
- IV. Reviewers are asked to consider the strengths and weaknesses of the proposed new programme; this will include consideration of:
 - Overall philosophy, aims and objectives of the programme
 - Curriculum content, balance and relevance of the programme, with reference to the appropriate QAA Subject Benchmark Statement where available and the requirements of any Professional Bodies
 - Teaching and learning strategy (including consideration of how the programme encourages student centred active learning)
- V. The Collaborations Department ensures that the External Reviewers receive a copy of the full documentation and a statement of any proposed variation or departure from QAA guidelines. The paperwork must normally include the proposed Programme Specification and Module specifications for the constituent modules, a Module Map, plus any other relevant documentation.
- VI. The Proposer should verify that the requirements of any relevant Professional, Statutory and Regulatory Bodies (PSRBs) are satisfied.
- VII. The external reviewers complete a review form for programmes and modules (2B.1.2 External Review of New and Revised Programmes & 2B.1.3 External Review of New and Revised Modules) which is returned to the Collaborations Department. In the case of a validation event, reports may be given orally or in the form of written comments which are incorporated into the final recommendations.
- VIII. The recommendations made by the External Reviewers are considered by Buckingham and the collaborative partner. The partner, in consultation with Buckingham amends the documentation in light of the external feedback received, where required. The partner gives responses to the External Reviewers comments in the Response to External Reviews Form (2B.1.4).
- IX. Where 'Outline Approval' for marketing purposes is sought, the Academic Link Tutor or a nominee from the Collaborations Department confirms to the relevant School Learning and Teaching Committee (LTC) that the external feedback has been addressed. LTC and ULTC must both

agree to give outline approval. Once this approval has been obtained, the Partner Institution may then commence advertising the new provision, subject to full validation. All marketing material must be printed 'Subject to Approval' or similar.

- X. The New Programme and New Module Approval Checklist (2B.1.5 & 2B.1.6) should be completed.
- XI. The Collaborations Department in consultation with the Academic Link Tutor submits the full documentation to the school LTC for approval. The documentation sent must include all comments and recommendations provided by the External Reviewers and internal subject specialists, and show how these have been addressed (see 2B.1.4 Response to External Reviews Form). The school LTC examines the documentation (and checklist) to ascertain the academic viability of the programme.
- XII. The school LTC considers the academic standards of the proposed new programme(s) with reference to the relevant QAA Subject Benchmark Statement(s), QAA Framework for HE Qualifications (FHEQ) and QAA Advice and Guidance.
- XIII. The school LTC ensures that the External Reviewers have considered any matters that could raise doubts as to the compatibility with QAA guidelines.
- XIV. The school LTC members may consult with other colleagues where appropriate.
- XV. The school LTC ensures that any further enquiries considered desirable are conducted.
- XVI. The school LTC identifies any issues, which may require discussion at a higher level.
- XVII. The school LTC approves (with or without conditions or recommendations) remits, or rejects the proposal in its submitted form.
- XVIII. The school LTC makes a recommendation to the appropriate School Board of Study.
- XIX. The School Board of Study considers the recommendations of the school LTC and in turn make recommendations to the University Learning and Teaching Committee (ULTC).
- XX. The ULTC considers the Board's recommendation (supported by full documentation and checklist) to ensure appropriate procedures have been followed at School level.
- XXI. The ULTC approves (with or without recommendations), remits or rejects the proposal in its submitted form.
- XXII. ULTC reports to Senate.
- XXIII. Validation is normally for a period of five years, after which, it is periodically reviewed and revalidated as part of the Periodic Review and Revalidation procedure.