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# Collaborative programme validation document

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| Partner Institution |  |
| Programme award and title |  |
| SIS Code |  |
| Alternative exit awards |  |
| Approved alternative target awards and title (if applicable) |  |
| FHEQ level of study |  |
| Mode of study |  |
| Mode of delivery |  |
| Approved number of intakes per year (indicate month(s) of intake) |  |
| Academic Planning Panel approval date |  |
| Approved start date |  |
| Approved site(s) of delivery of the programme |  |
| LJMU Faculty and School/Department |  |
| Other Schools/Departments providing service teaching |  |
| Professional body/other awarding body relationship to note |  |
| Are there any approved variances to the Academic Framework (yes/no and date of approval) |  |
| Programme Leader |  |
| LJMU Link Tutor |  |

***Guiding principle*** *- information that has been provided in other key programme documents will not be repeated here and therefore headings have not been provided. These other documents will include the initial Programme Planning Proforma, Programme Specification, Due Diligence Checklist,and module proformas. Where applicable, mapping documentation in respect of articulation, recognition and validated advanced standing arrangements will also be detailed separately.*

*Green text is guidance for the author and should be deleted in the final version of the document; text in black should be retained in the document.*

**Responsibilities summary**

The table below summarises where responsibility lies within the specified areas. Where the responsibility in an area is shared, some further details should be included in the table or a reference should be made later within the programme document where this is described.

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| **Item** | **LJMU** | **Partner** | **Shared**  (where responsibility is shared, please provide some explanation or refer to the appropriate section(s)/page(s) of discussion within this document) |
| **Programme development** | | | |
| Completing validation documentation | Yes/No | Yes/No |  |
| Curriculum design and development | Yes/No | Yes/No |  |
| Completing the modules on Modcat and programme specification in Prodcat | Yes | Yes/No |  |
| **Public information** | | | |
| Who produces the marketing and publicity, and recruitment information | Yes/No | Yes/No |  |
| Where is information about the programme approved | Yes | Yes/No |  |
| Student Programme Guide | Yes/No | Yes/No | Responsibility shared, LJMU annually prepare a template, which will be completed by partner college staff and approved by Director of School |
| **Entry** | | | |
| Student selection | Yes/No | Yes/No |  |
| Where is the Accreditation Committee held to consider RP(E)L claims | Yes/No | Yes/No |  |
| Provision of CAS letters and monitoring for UKVI | Yes/No | Yes/No |  |
| Student admissions policy | Yes/No | Yes/No | Responsibilities shared, see Section 3 for details |
| Student admission guidance and induction | Yes/No | Yes/No |  |
| Enrolment | Yes/No | Yes/No | Responsibilities shared, see Section 3 for details |
| **Academic Standards** | | | |
| Setting and maintaining Academic Standards | Yes | Yes/No | See Section 4 for details |
| Appointment of the external examiner | Yes/No | Yes/No |  |
| Sending a formal response to the external examiners report | Yes/No | Yes/No |  |
| Completing Continuous Monitoring and Enhancement | Yes/No | Yes/No |  |
| Completing validation activity | Yes/No | Yes/No |  |
| **Teaching and Learning** | | | |
| Developing module level teaching materials | Yes/No | Yes/No |  |
| Populating and updating Canvas / VLE | Yes/No | Yes/No |  |
| Academic delivery of the modules | Yes/No | Yes/No |  |
| Academic guidance | Yes/No | Yes/No |  |
| **Assessment** | | | |
| Setting assessments | Yes/No | Yes/No |  |
| First marking of student assignments | Yes/No | Yes/No |  |
| Moderation or second marking of assignments | Yes/No | Yes/No |  |
| Marking of dissertations (if this varies from other modules) | Yes/No | Yes/No |  |
| Giving feedback to students on their assignments | Yes/No | Yes/No |  |
| Chairing Boards of Examiners | Yes | Yes/No |  |
| Where will Boards of Examiners be held | Yes/No | Yes/No |  |
| **Student Support and Guidance** | | | |
| Pastoral support | Yes/No | Yes/No |  |
| Obtaining feedback from students | Yes/No | Yes |  |
| Where will Boards of Study be held | Yes/No | Yes/No |  |
| **Management and Organisation** | | | |
| Monitoring student admission, retention and completion | Yes/No | Yes/No |  |
| Complaints | Yes/No | Yes/No | Responsibility shared |
| Academic Appeals | Yes | Yes/No |  |
| **Resources** | | | |
| Library and learning resources available to students | Yes/No | Yes/No |  |
| Recruitment of academic staff | Yes/No | Yes/No |  |
| Approval of academic staff to teach on the programme | Yes | Yes/No |  |

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| Institutional Context |
| *Please provide a brief introduction to the partner institution, including:*   * *HE Profile.* * *Links with local community, employers and educational providers.*   *Please refer to the SFDD if background information is provided in this document.* |

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| Intended Student Profile |
| *Target profile, strategies to extend access?*  *Minimum cohort numbers included in the PPP; what will the maximum cohort numbers be?* |

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| Regulation and Policies |
| Partner institutions are required to operate in line with the Liverpool John Moores Academic Policies as detailed in Appendix 8 of the Collaborative Validation Guidance.  *Please provide confirmation that the list of policies has been reviewed in the context of the proposed partner programme, and that they will be adhered to.*  *Where appropriate, please provide details of CPP consideration and approval for the programme to operate outside of this standard agreement.* |

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| Structure and Curriculum |
| *Please include a clear diagram to illustrate the structure of the programme. This could be in table form, as per example below:*   |  |  |  |  | | --- | --- | --- | --- | | *Module name* | *Module code* | *Core or option* | *Semester offered (or year-long if applicable)* | |  |  |  |  |   *Please provide a brief explanation as to how the programme design evolved, making reference to specific modules. This could include commentary that relates to PSRB requirements* (where relevant), how the programme has taken account of any relevant subject benchmark statements*, core learning outcomes for the discipline at each level, how the delivery team’s research has influenced the design, how the curriculum supports inclusivity etc*. Provide commentary to indicate what measures have been taken to ensure that the programme meets the requirements of the University’s Equality and Diversity Policy (Equality Act 2010). For example, how have Protected Characteristics been taken into account in the design of the programme? How have the specific needs of students with different entry qualifications/international students been accommodated?  *Please discuss the reasons for inclusion of optional modules, identify at which level they are available and briefly discuss why specific options have been included* (where optionality is a feature of the programme).  Complete the [curriculum map template](https://www.ljmu.ac.uk/about-us/public-information/academic-quality-and-regulations/academic-partnerships) to demonstrate the relationship between the programme learning outcomes and the modules,  For undergraduate programmes, please briefly describe how self awareness skills have been integrated into the programme. What are the anticipated career prospects for graduate completing the programme.  *When will modules be delivered / attendance mode – across the working week, on a particular day, weekends, distance learning, block delivery. When and for how long will the programme be delivered, e.g.: Standard academic year (X weeks, September start).*  For programmes with an approved variance to the Academic Framework, please ensure the signed application form is appended to this programme document.  For programmes with a placement (either module or sandwich year), please provide commentary about the management of this aspect of the programme. This should include details about sourcing of placements, communication and liaison with employers and students before, during and after placements, and arrangements for training and support for employer-based mentors.  For Franchise programmes only, what is the correlation to the internal LJMU programme?   * *Is the programme an exact replica of a whole internal programme? Or part of an internal programme? Or modules?* * *Which internal programme(s) is the collaboration linked to?* * *Are all the module learning outcomes and assessment tasks the same as the internal version(s)? If yes, how is the timing of assessment of the internal and collab programme managed? If no, please specify the differences and the rationale for these differences?* * *Are any adjustments to the delivery to be made for the local context?* |

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| Teaching, Learning and Assessment |
| *Briefly describe how the learning outcomes for the programme / level will be achieved via the teaching, learning and assessment strategy. Describe teaching activities, alternative approaches to learning and assessment, including group work and how research and scholarship will inform these activities.*  *Describe how and when diagnostic and formative feedback occurs.*  *Provide details of the partner institution’s peer review and teaching observation scheme?*  Feedback will be given on coursework in line with the LJMU policy.  The Programme Leader has responsibility for ensuring that the programme has developed an assessment schedule before teaching commences. This will be managed at a local level by the Director of School/Head of Department.  *Provide details of the assessment process - who sets, marks and moderates assessment, what procedures are used for this, how will communication in the process work.*  *When will Boards of Examiners be held?*  *What VLE will be used for the programme? What is the strategy for its use and the use of other learning technologies?* |

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| Digital Capability |
| *How does the curriculum support digital capability? Please describe*   * *how technology is blended with more traditional teaching approaches for example through social media / simulation / virtual fieldwork / e-portfolios* * *how technology is issued to support in–class teaching, independent study and discussion* * *how technology is applied in assessment and feedback: Canvas quizzes, e-submission, discussion boards* |

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| Internationalisation |
| *Describe what measures have been taken to internationalise the curriculum. Opportunities for Study Abroad are described in the Programme Specification and do not need to be repeated here.*  *For Franchise programmes – please provide details of how / where the LJMU curriculum will be contextualized for local cohorts in a different country.* |

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| Student Participation, Guidance and Support |
| *What student feedback mechanisms will be operating for the programme and how will this be evaluated and reported? Discussion should include:*   * *What are the formal and informal feedback mechanisms eg. module level, programme level, NSS, meeting.* * *Are the feedback mechanisms anonymous?* * *How will the outcomes of student feedback be formally considered?* * *How will the programme team’s response to student feedback be communicated to students?* * *How will the feedback mechanisms capture the views of the diversity of the student body?*   *Provide brief details of support available to students at the partner institution.*  *Provide brief details of staff accessibility.*  *What will the induction arrangements for the programme be?*  *Briefly explain the mechanisms in place to provide pastoral and academic support for students. (partner institutions are not required to operate in line with the LJMU Personal Development Planning and Personal tutoring policy, however please provide details of the arrangement that are in place)*  *What is the partner complaints policy (this could be included as a weblink)? Please provide details of how and when students could refer to the LJMU complaints policy.* Termination of contract Upon termination of contract for any reason, LJMU will always fulfil its obligations to (registered) students. |

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| Resources |
| *Include a list of specialist resources that are utilised in the delivery of the programme, e.g. laboratory resources, specialist software.*  *Provide a list of academic staff who will deliver the programme and which modules they will deliver. A CV should be provided for each member of staff delivering on the programme.*  *Provide a list of technical staff supporting the programme.*  *Have there been any changes to the resource requirements provided in the initial Programme Planning Proforma agreed by the Academic Planning Panel?* |

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| **Indicative References** |
| *Please provide a list of the indicative references for each module on the programme. These are included to help the external subject specialist on the validation panel make an assessment of their suitability prior to the validation event (and for use by Library Services).* |