

### **ROYAL AGRICULTURAL UNIVERSITY**

### **Revalidation proposal**

Please note an Annual Programme Manager report for the year of revalidation will also be required

|  |  |
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| Programme title(s) **(To include any interim named exit awards)** |  |
| Academic level on Framework for Higher Education Qualifications (FHEQ) (Please include any named exit awards) | E.g. Level 4, 5, 6 or 7 |
| Date of review |  |
| Name of Programme Manager(s) |  |
| School(s) responsible for programme(s) |  |

|  |  |
| --- | --- |
| **For Administration use only:** | |
| Date received by Panel |  |
| Deadline for any conditions |  |
| Date considered by AQSC |  |
| Date considered by Academic Board |  |
| Revalidation approved? | YES / NO |
| Revalidation confirmed until: |  |

1. This template is for periodic review and builds upon information previously submitted in Annual Programme Manager’s Reports.
2. It is the responsibility of Programme Managers to ensure the periodic review report is completed and submitted to [quality@rau.ac.uk](mailto:quality@rau.ac.uk) within the timescales agreed.
3. The purpose of a periodic review is to consider the effectiveness of the programme in achieving its stated aims and the success of students in attaining the learning outcomes.
4. Programme effectiveness is monitored in order to:
5. Ensure the programme remains current and valid and that the aims and learning outcomes continue to be relevant.
6. Evaluate the extent to which the intended learning outcomes are being achieved by the students; and to evaluate the curriculum and assessment and monitor their continued effectiveness in relation to the learning outcomes.
7. Ensure appropriate actions are being taken to recognise and rectify any problems or issues.
8. To encourage innovations, improvements and good practice in teaching, learning and assessment.
9. Periodic review also results in a decision on the revalidation of the programme.
10. All periodic reviews are conducted by a Validation and Review Panel. The Panel will report its findings and recommendations to the AQSC. The AQSC will determine whether, or not, to recommend the proposed programme to Academic Board for continued University validation. Academic Board will decide whether to approve the recommendation of AQSC; the decision will subsequently be reported to Head of School and / or collaborative counterpart.
11. Normally conditions must be met before the proposal can be put forward to AQSC. However where conditions are based on securing additional resources such as staff or equipment with a long procurement time, approval can be made subject to the conditions being met before the programme commencement date. In such cases it will be the responsibility of the Head of School or collaborative counterpart to ensure any conditions of revalidation are met, and report the actions taken to secure this to the AQSC before the commencement of the next validation period.
12. In addition to this document, Programme Managers will also need to submit:

* Where new modules are proposed, the revalidation proposal should outline the rationale behind their introduction and the overall programme fit, outline lecture content, requiring approval as part of the programme revalidation
* Proposed Programme Specification, including all Module Reference Sheets, for revalidation. This document must contain all tracked proposed changes for the forthcoming academic year.

1. If you have any questions or queries relating to this template please contact the [Assistant Registrar QAE](mailto:emma.maskell@rau.ac.uk) Please complete all sections.
2. **Please delete all guidance in red) prior to submission.**

**Background**

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| 1. Programme Management Group (PMG) membership *List names and roles of all PMG members including students and external membership.* |
| **enter here** |

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| 2. Brief history of the programme *When it commenced, links to other programmes, summaries of any major changes* |
| **enter here** |

Annual Reports

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| 3. Overview of annual reports *Provide as an appendix to this report Annual Programme Manager’s Reports, without their appendices, over the past validation period.*  *Provide a summary of key issues raised over the past year and in Annual Programme Manager’s Reports over the past validation period, actions taken and perceived effectiveness. In particular comment on:*   1. *Significant matters raised by External Examiners, key actions taken in response to matters raised, and any matters raised that have not been acted upon and justification for this.* 2. *Significant comments from students over the past validation period (via Programme Committees, NSS, SSS or other), identification of any trends, key actions taken in response to comments, any issues not resolved.* |
| enter here |

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| 4. Reflection on programme statistics for the past validation period *Complete the tables below and provide a reflection on identifiable trends, relevant comparisons with national or subject performance indicators, any actions taken in response to statistics and effectiveness of action.* |

**Table 1: Student applications**

*Please amend academic years as appropriate.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2013/14** | **2014/15** | **2015/16** | **2016/17** | **20117/18** |
| **Full-time** |  |  |  |  |  |
| **Part-time** |  |  |  |  |  |

**Table 2: Student enrolment**

*Please amend academic years and FHEQ levels as appropriate.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Headcount full time; Headcount part time; Total FTE | **2013/14** | **2014/15** | **2015/16** | **2016/17** | **20117/18** |
| **Level 4** |  |  |  |  |  |
| **Level 5** |  |  |  |  |  |
| **Level 6** |  |  |  |  |  |
| **Level 7** |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

**Table 3: Overall pass rate and top / bottom marks**

*Please amend academic years and FHEQ levels as appropriate.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **2013/14** | **2014/15** | **2015/16** | **2016/17** | **20117/18** |
| **Number and proportion of students passing all modules at first attempt** | **Level 4** |  |  |  |  |  |
| **Level 5** |  |  |  |  |  |
| **Level 6** |  |  |  |  |  |
| **Level 7** |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

**Table 4: Final award classifications**

*Please amend academic years as appropriate.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Amend classifications as appropriate (give both % and number of students)* | **2013/14** | **2014/15** | **2015/16** | **2016/17** | **2017/18** |
| **1st class / Distinction** |  |  |  |  |  |
| **2:1 / Merit** |  |  |  |  |  |
| **2:2 / Merit** |  |  |  |  |  |
| **3rd class / Pass** |  |  |  |  |  |
| **Ordinary degree** |  |  |  |  |  |
| **Cert HE / PG Cert** |  |  |  |  |  |
| **Dip HE / PG Dip** |  |  |  |  |  |
| **Incomplete** |  |  |  |  |  |
| **Withdrawn / suspended studies** |  |  |  |  |  |
| **Aegrotat** |  |  |  |  |  |
| **Fail** |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

**Table 5: Destination of Leavers from Higher Education (DLHE)**

*Please amend academic years as appropriate.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Give both % and number of students* | | **2013/14** | **2014/15** | **2015/16** | **2016/17** | **2017/18** |
| **Employed in related sector** | **Graduate** |  |  |  |  |  |
| **Non-graduate** |  |  |  |  |  |
| **Employed in non-related sector** | **Graduate** |  |  |  |  |  |
| **Non-graduate** |  |  |  |  |  |
| **Further study** | |  |  |  |  |  |
| **Not available for work, e.g. travel / gap year** | |  |  |  |  |  |
| **Seeking work** | |  |  |  |  |  |
| **Other** | |  |  |  |  |  |
| **Unknown** | |  |  |  |  |  |
| **TOTAL** | |  |  |  |  |  |

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| **5. Reflection on internal and external discussions and consultations**  *Provide as an appendix to this report set of minutes of PMG meetings and at least one piece of evidence of consultation with external stakeholders, e.g. employers / placement providers / PSRBs / past students (e.g. a set of minutes, survey results).* |
| enter here |

Programme Evaluation

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| 6. Reflection on programme intended learning outcomes  1. *How do the programme outcomes relate to external reference points including relevant subject benchmark statements, the FHEQ, and any professional body requirements?* 2. *How do the programme outcomes relate to the programme aims?* 3. *How is the programme inclusive of disabled people (e.g. hearing impaired, vision impaired, speech impaired, dyslexic and mobility impaired)? See* [*Part 10: Inclusive Practice*](http://rac.ac.uk/study/academic-policies-and-procedures/teaching-quality-handbook) *of the Teaching Quality Handbook.* 4. *How does the programme support the development of sustainability literate graduates?* |
| enter here |

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| 6. Proposed changes to programme aims and/or intended learning outcomes *Detail any proposed changes to the programme’s aims and/or intended learning outcomes and provide a rationale for such changes.* |
| enter here |

Modules

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| 7. Proposed major changes to modules *Detail any proposed major changes within modules (i.e. major alterations to module content, modifications to teaching hours, adjustments to module outcomes or changes to module assessment activities, including assessment weighting) and changes of modules comprising a programme (i.e. new modules and discontinued modules) and provide a rationale for such changes.* |
| enter here |

Conclusions

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| **8. Strengths and weaknesses of the current programme**  *Features which make the programme distinctive and practice which is worth disseminating more broadly through the University.* |
| enter here |

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| **9. Summary of proposed changes to the programme**  *Executive summary of proposed changes to the programme and modules. Detail the perceived distinctive features and strengths of the revised programme (include projected student numbers). Outline any associated changes in programme administration, e.g. operational processes.* |
| enter here |

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| **10. Comments from the Head of School or collaborative counterpart**  *Brief evaluation of the programme in the context of the School and formal recommendation on the future of the programme (i.e. revalidation or discontinuation).*  *Comments on the proposed revalidation of the programme (on changes proposed or not).* *Comments on envisaged additional resource requirements in relation to staff (teaching and support), teaching and general accommodation, library and IT facilities and any implications for other Schools.* |
| enter here |

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| **11. Confirmation by Head of School** *Indicate within each of the boxes below where in the documentation the following is evidenced:* |
| Resource implications have been fully addressed |
|  |
| Programme Management Group meetings have been held with all stakeholders, including collaborative partners and the minutes are attached to this document |
|  |
| All proposed and existing module leaders, including those of elective modules, support the proposal |
|  |
| All Module Reference Sheets are up-to-date |
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| The documentation submitted has been checked for errors, inconsistencies, etc. |
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**Signed: Programme Manager…………………………Date………………**

**Head of School………………………………..Date………………**