

1. Principles and Definitions

- 1.1 The Office for Students (OfS) regulates and works with higher education providers to make sure that students succeed in higher education. The OfS is the Designated Quality Body for UK Higher Education and has the authority to review any registered UK higher education institution.
- 1.2 The Quality Assurance Agency (QAA) is an independent body entrusted with monitoring and advising on standards and quality in UK higher education and set the quality code, framework for qualifications, and subject benchmark statements.
- 1.3 Please note the definitions below of terms which are referred to in the approval, review, and modification of courses:
 - a. 'Accreditation' means a process of verifying and approving a higher education institution (HEI) or higher education course by an authorised external institution/body.
 - b. 'Validation' means the process whereby the University or an external accreditation authority deem a course of study offered by the University to be academically viable and of an appropriate standard to be offered to prospective students.
 - c. 'Revalidation' means the process of reviewing an already validated course to confirm that it remains academically viable and of an appropriate standard to continue to be offered to students.
- 1.4 Some courses have professional accreditation. The process for accreditation should be initiated at the School level and presented to the Curriculum Panel for initial consideration, prior to seeking Vice-Chancellor's Executive Team (VCET) agreement, to ensure it is consistent with institutional strategy. The Quality Office should be notified of all professional accreditations, so that a central record can be maintained. Usually, accreditors will wish to visit the University to undertake a review before accrediting the University and they will undertake periodic reviews.
- 1.5 Any designated role (e.g. Head of School or Director of Programme) within this section of the regulations will be taken to include 'or nominee'.

2. Validation of New Awards

- 2.1 The University reviews its course portfolio annually, which includes the development of new provision. Proposals for new course provision are subject to academic scrutiny by the Curriculum Panel and business case approval by VCET, as part of the University's annual portfolio development and review processes.
- 2.2 Once a course proposal and business case has been approved, the Associate Provost: Learning and Teaching and the Head of Registry implement internal processes and procedures for the course development and validation processes. The procedure is to:
 - a. Identify a viable Course Development Lead;
 - b. Establish a Course Development Team;
 - c. Develop the course;
 - d. Identify external panel members to assist with the Validation Panel;
 - e. Prepare documentation for the Validation event;
 - f. Present the course to the validation panel members.
- 2.3 The Course Development Lead will be provided with the guidelines and information on the course development process by the Associate Provost: Learning and Teaching, and on the validation process by the Quality team. All relevant documentation is reviewed before and after the Validation Event by the Course Development Lead and Associate Provost: Learning and

Teaching, who will work closely with the relevant Director of Programme.

3. Summary of the Validation and Revalidation of Courses by Regent's University London

- 3.1 To allow adequate time for the development, validation and marketing of a new course, a new course must be approved (per Section 2), with an appropriate lead-in time before it is implemented. The Head of Registry and representatives from the Customer and Commercial teams should be consulted to determine the lead-in time in line with the University's portfolio development process.
- 3.2 To allow adequate time to prepare for the revalidation of a course, the development must begin before the end of the currently validated period. The content of the revalidation is informed by the Continuous Improvement Planning Reports (CIPRs) from previous years.
- 3.3 The validation and revalidation schedule is organised by the Head of Registry and Quality team in consultation with the Quality Committee. The validation and revalidation schedule is approved by the Quality Committee in the Spring of the academic year preceding validation events.
- 3.4 The Quality team, Associate Provost: Learning and Teaching, Director of Programme and Head of Registry work closely during all (re)validation events. The Associate Provost: Learning and Teaching and Director of Programme assures the academic content of all courses proceeding to a (re)validation event. The Quality team and Head of Registry ensure adherence to the procedures and relevant external statutory bodies and benchmarks.

Roles of Key Participants

- 3.5 The Course Development Lead will lead a new course or a current course through the (re)validation process in consultation with the Associate Provost: Learning and Teaching. The Associate Provost: Learning and Teaching will select the Course team and the Course Development Lead will lead the Course team on the intended content and delivery of the proposed course.
- 3.6 The Course team is responsible for designing and developing the course in its content, delivery and assessment and it completes the documentation in preparation for the (Re)Validation event. The team consists of the following people:
 - a. Course Development Lead (who may be the Director of Programme);
 - b. Relevant Director of Programme (if not acting as Course Development Lead);
 - c. Head of School;
 - d. Academic members of staff who will teach on the course;
 - e. Other colleagues who have contributed to the development of the course.
- 3.7 Further members of staff and individuals may be consulted and invited to meetings, where necessary.
- 3.8 The Course team will conduct a series of meetings/workshops in the development and information about these will be included in the course documentation.

4. Constitution of the (Re)Validation Panel

- 4.1 The (re)validation Panel will consist of the following individuals:
 - a. Chair (independent of the course, normally a Director of Programme or Head of School);
 - b. A minimum of two subject-specialist external panel members, who have not been

- involved in the course development;
- c. Two internal academic panel members (not subject specialists);
- d. An optional student representative, not associated with the course.

4.2 A member of the Quality team will be present to provide advice on the procedures and to act as Clerk.

4.3 The members of the (re)validation Panel are approved and confirmed by the Quality team.

4.4 An observer may attend the Panel with the approval of the Chair.

External Panel Members

4.5 The External Panel members are proposed by the Course team and nominations are sent to the Quality team who will select and approve the panel members.

4.6 The External Panel members will collectively have:

- a. Experience covering the subject area(s) of the course being (re)validated; and
- b. Experience of being a member of a course approval and/or review panel.

4.7 The External Panel members must not be associated with the course being (re)validated or have been associated with the course in the past.

Student Panellist

4.8 The student panellist for a (re)validation Panel will be selected by the Quality team from suitable nominations proposed by the Course team. They must be a current Regent's University London or Collaborative Partner student (or recent graduate) and from the same level of study (undergraduate or postgraduate).

4.9 The student panellist must be independent of the course being (re)validated and will be provided with guidance before participating on the Panel.

4.10 The student panellist's primary remit is to consider and evaluate the course documentation on issues relating to student experience, such as learning resources, teaching support, and assessment.

4.11 The student panellist is a full member of the (re)validation Panel; however, the panel can proceed in the absence of the student representative.

5. Documentation for (Re)Validation Event

5.1 The Course team prepares the course documentation for the (re)validation event, which includes, as a minimum:

- a. The Course Specification, including a curriculum map, information on assessment, learning and teaching and Regent's Learning Outcomes.
- b. The Module Specifications, including module learning outcomes
- c. A Course Development Document, which includes the rationale for development, market research, recruitment strategy and projections, resource and staffing details, and evaluation of the curriculum against sector requirements and frameworks. The document should be accompanied by CVs of the academics in the Course team. For revalidation, this will also include a critical appraisal of the existing course and, where relevant, teach-out plans.

d. The University's Academic Regulations.

5.2 Once the Course team has completed the documentation, in conjunction with the Associate Provost: Learning and Teaching and the Director of Programme, the documentation will be sent to the Quality team. The Quality Team will work with the Course team to review and finalise the documentation. The Quality Team will share the final documentation with the (re)validation Panel at least two weeks in advance of the event.

5.3 Prior to the event, the (re)validation Panel will be asked to identify initial lines of enquiry and share these with the Clerk. The Clerk will liaise with the Chair to consolidate the potential lines of enquiry and will share this with the Course team in advance of the event.

6. (Re)Validation Event

6.1 The (re)validation event will examine the proposed course taking into account learning resources. It will meet with various stakeholders, including the Course team, and examine the rationale and positioning of the course within the University's portfolio and Learning, Teaching and Assessment Strategy and the support and quality systems available to the course, together with details of module content, delivery and assessment.

6.2 The event will be attended by both members of the Course team and the University leadership team.

6.3 The (re)validation event enables the Panel, with the attendees, to resolve any outstanding matters with regard to the rigour of the proposal and the ability of the institution to support it and deliver a good experience to students; and with the Course team to resolve any outstanding matters from course development which have not been satisfactorily addressed in the documentation submitted. These will include meaningful dialogue on:

- a. Teaching and learning
- b. The achievement of learning outcomes
- c. Assessment
- d. Curriculum content.

6.4 Following detailed examination of the course(s) and exploration of the relevant support and quality systems, the Panel will decide to recommend either approval or rejection of the proposed course(s) to the Quality Committee. The Panel may set conditions and/or recommendations for the Course team to meet.

6.5 The (re)validation event will normally be held online and, exceptionally, where the scope is not extensive, it may be held by correspondence.

6.6 The standard agenda for a (re)validation event will be as follows:

- a. Private Panel Meeting
- b. Panel meetings with the course development team and key stakeholders (Library, Careers etc.) comprising:
 - Presentation of 10-15 minutes addressing (context for delivery and market need, subject expertise, resourcing).
 - Questions arising from the presentation
 - Discussions and questions exploring lines of enquiry and any other matters arising
- c. Private Panel Meeting
- d. Outcome meeting with the Course team comprising:

- Whether the course can be approved with or without conditions and/or recommendations.
- The timescales for completing any conditions and/or recommendations.
- Commendations.

7. Panel Outcome and Report

- 7.1 Following each Panel event, the Clerk will produce a report for approval by the Panel Chair. That report will summarise lines of enquiry, and confirm the outcome, conditions, recommendations, commendations, and the term of approval for the course(s) considered as below:
- Term of Approval: normally a maximum of five years. A shorter period of approval may be set (e.g. where the course is a new field of study, the field of study is new to the University or changes to the course are possible as a consequence of demands of a statutory or professional body).
 - Conditions should be used for requirements which must be met prior to the course being approved. This would normally relate to contractual matters or anything deemed material information (as defined by the Competition and Markets Authority or similar). Conditions must be met within four weeks of the event.
 - Recommendations are suggestions for the course team to address, but which are not required. However, if a course team does not put a recommendation in place, it must demonstrate it has good reason for not doing so. Recommendations must be addressed within one year of the event.
 - Non-Approval: The Panel may decide to recommend to the Quality Committee that the course should not be approved if it has major reservations about the proposal. In this case, it will offer advice about the aspects of the proposal which require further consideration and, if appropriate, give guidance about the timing of a resubmission.
- 7.2 The outcome and report is presented to the Quality Committee for confirmation that conditions have been completed. In the case of Collaborative Provision, the report is considered by the Collaborative Provision Committee, circulated to the Quality Committee for noting. The Quality Committee (or Collaborative Provision Committee as relevant) recommends approval of the course(s) to Academic Committee.
- 7.3 If a course fails to recruit sufficient students for two consecutive academic years after validation, then the course will be reviewed and a decision taken by VCET to either require closure or redevelopment prior to a new validation. The course will be unable to admit any applicants until successfully revalidated.

8. Definitive Documents

- 8.1 Following the approval and/or completion of conditions the Course Development Lead will provide the Quality team with the final documentation which includes:
- Course Development Document;
 - Course Specifications;
 - Module Specifications;
 - Transitional arrangements (if necessary).

9. Appeals

- 9.1 The University will not consider appeals against panel judgments but may consider appeals about the relevant process and conduct leading to a judgment. If a deficiency in procedure or conduct is substantiated, it does not necessarily call into question the judgment, as the impact of the deficiency would have to be considered.

- 9.2 An appeal against a decision made by a (re)validation Panel should be made in writing, setting out the basis and supporting evidence. The appeal should be prepared by the Director of Programme/Course Development Lead, with the agreement of the Head of School, and be submitted to the Head of Registry within two weeks of notification of the Panel decision.
- 9.3 The Head of Registry will present the appeal to the Quality Committee, who will make a final decision. The following decisions are available:
- a. Amend a condition set by the (re)validation Panel
 - b. Annul the decision made by the (re)validation Panel and order a new (re)validation of the course with a new Panel and/or replace individual Panel members
 - c. Reject the appeal.
- 9.4 The decision made by the Quality Committee will be the final stage in the appeal process and the Head of Registry will notify the Director of Programme/Course Development Lead and Head of School of the outcome.

10. Modification to Courses

- 10.1 Changes to either a module or course are subject to an approval process before implementation. The purpose is to ensure that any changes will maintain and, where possible, improve the standard of education and/or student experience. The procedures for course or module changes are set out in the [Course and Module Amendment, Suspension, and Closure Policy](#).

11. Course Suspension or Closure

- 11.1 We keep our academic provision under ongoing review. Where we propose suspending delivery of a course or closing a course, we follow the procedures set out in the [Course and Module Amendment, Suspension, and Closure Policy](#).

12. Externally Validated Courses

- 12.1 In addition to offering its own degrees, Regent's University London offers some courses validated by external bodies. For these external courses, the University operates robust systems of preliminary review for the institution or course prior to any final accreditation or validation event. The preliminary review outcomes are reported to the external validating authority before proceeding to final accreditation or validation, whichever is applicable.
- 12.2 Courses which are externally validated must follow the processes laid out by the validating body.

13. Collaborative Provision

- 13.1 The University has a [Collaborative Provision Policy](#) which details the collaborative arrangements.
- 13.2 The University's regulations in conjunction with any specific course regulations must be followed for all collaborative arrangements with the possible exception of joint awards where a common set of regulations may be agreed between the two collaborative partners.
- 13.3 Students studying at Regent's University London are bound by the Regulations and Policies of the University irrespective of the type of arrangement that the University may have with another partner.

14. Schedule A

14.1 The applicability of these Regulations under the University's Collaborative Provision arrangements is detailed below.

14.2 Where the Regent's University London Regulations apply, collaborative partners may use different terminology, e.g. 'programmes' and 'units' instead of 'courses' and 'modules'.

Domus

14.3 The Regent's University London regulations apply.

Istituto Marangoni London

14.4 The Regent's University London regulations apply.

Istituto Marangoni Paris

14.5 The Regent's University London regulations apply.

Liverpool Media Academy (LMA)

14.6 The Regent's University London regulations apply.

Macromedia

14.7 The Regent's University London regulations apply.