SECTION C: GUIDELINES FOR THE VALIDATION OF MAJOR WITH MINOR COMBINATIONS

1 Introduction

1.1 Special arrangements apply to the validation of ‘Major with Minor’ undergraduate courses which fall within identified parameters. Following notification of the proposal to the Assistant Registrar, such courses will be validated within the School by either the School Teaching and Learning Committee or the SAVP. Joint courses which do not fall within the identified parameters should be notified to the Registry who will determine the nature of the event in accordance with Section B1.1

2 Underpinning Principles for ‘Fast-Track’ Major/Minor Validation

In order to be considered for a fast-track validation, the proposed course must conform to the following principles:

2.1 Major Subject Minor Subject

| Total credits at foundation level | 80 | 40 |
| Total credits at post-foundation level | 160 | 80 |
| Minimum core credits | 200 | 100 |
| Maximum optional credits to be taken | 40 | 20 |

2.2 Major and minor combinations may only be approved for subject areas which are already offered as a single honours degree.

2.3 The modules offered within the major or minor combination remain invariant irrespective of the other major or minor subject with which they are paired.

3 Validation

3.1 Documentation submitted for validation should address the following:

i) Title

The titles of the named major and minor disciplines should normally be those of the parent discipline course – explanations for any discrepancies should be provided.

ii) Rationale, aims and learning outcomes

These should be described for each major or minor component with an emphasis on the rationale for the combination of modules, the aims of the components and the learning outcomes to be achieved.

iii) Entry qualifications

Regulations for admission will be in accordance with Section D of the University’s Regulations for Awards. Additional regulations for admission should be described in line with the course documents from which the major or minor is drawn.

iv) Structure

The compulsory and optional modules included in each component should be listed and reference made to details of level, credit rating, and any pre-requisites.

Module specifications of validated modules are not required.

Opportunities for transfer into or out of the major or minor should be described where these are available.
v) **Assessment**

The general principles and regulations governing assessment, progression, examinations, general assessment criteria, internal and external examiners and moderation shall be in accordance with Section E of the University Regulations for Awards. Where appropriate, these should be supplemented by the assessment regulations prescribed in the course documents for the major combination included in the award. Any specific regulations not included in these documents should be specified at the validation stage.

Decisions about the award of credit for modules, student progression, condonement, extenuating circumstances and the classification of awards will be made by the Course Assessment Board for the course from which the major combination is drawn. Membership of the Board should be augmented to include at least one representative from each minor combination to be considered at the Board.

vi) **Staffing and management**

Responsibility for admission and pastoral care of students will rest with the School providing tuition in the major discipline.

Responsibility for the teaching assessment and quality assurance of the course will be shared appropriately between the Schools/Departments responsible for the major and minor disciplines involved.

Annual evaluation will be undertaken in association with that of the parent courses.

Each School will designate a ‘major/minor subject leader’ who will be responsible to the Dean of the School for the recruitment, admission, teaching assessment and pastoral care of the students.

vii) **Guidance and counselling**

The School providing the major course will allocate each student to a personal tutor.