**UNIVERSITY OF HUDDERSFIELD**

**PGR VALIDATIONS CHECKLIST**

The key objective of the checklist is to assess the quality of the documentation being considered in the context of the University’s regulations. In undertaking this exercise, the panel will be better able focus explicitly on issues that are of pedagogical interest and concern at the validation event.

Please visit the [University’s regulations and policies](https://www.hud.ac.uk/registry/registryinformationforstaff/) page for further information

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| **Introduction** |
| There are normally three types of validations for PGR awards. These are for:1. **Alternative format thesis submission guidelines** – either amended or new.

New or updated [guidelines](https://www.hud.ac.uk/media/assets/document/registry/forms/pgr/GuidelinesforalternativeformatResearchDegreesV1.0FINAL.pdf) will need to be approved. The format guidelines work in conjunction with the School PSD for the award.1. **Award (qualification) type** –

For new awards, the proposed award title will need to be approved to be added to the list of award titles in [section A1 of the regulations for Awards (Research Degrees)](https://www.hud.ac.uk/policies/registry/awards-pgr/section-a/) and a School-level PSD validatedFor amended awards, the existing School-level PSD will need to be validated1. **Professional Doctorate Degrees** – either amended or new

The existing PSD or a new PSD will need validating for each named degree |

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| **1** | **Resources for all proposed alternative formats and PGR research degree awards** | **Yes / No / Comments** |
| 1.1 | Planning and resource approval documentation, including:1. a statement from the Dean confirming that any new format will be accommodated within the existing space allocation of the School or that refurbished space within the School will be provided and has been costed and agreed by the Director of Estates and the Deputy Vice-Chancellor; For example:

\*At point of admissions, discussion of possible practice components will be discussed with the applicant and consideration given to any resource requirements beyond those already offered by the School\*Please confirm if any costs (eg. bench fees) are likely to be incurred by the student for resources necessary for their research beyond those provided by the University 1. course management and staffing structure, including:

\* Qualified supervisor/s are in place that meet the requirements as identified by [section A3](https://www.hud.ac.uk/policies/registry/awards-pgr/section-a/) of the Regulations for Awards (Research Degrees)\*Identification of a named academic lead for the degree, this may be the Director of Graduate Education [as part of the proposal]\*A staff CV for the academic lead must be provided\*Staff profiles for the relevant research area proposed (or evidence of relevant training, research and qualifications).  |  |
| 1.2 | An introduction and rationale for the proposal including an explanation of how it fits in with the School research strategy, information on the potential market for the award (including statistical data demonstrating viability) and the rationale for the design, format and delivery method. |  |
| 1.3 | Written confirmation from the Associate Dean for Research that the format has been discussed at School Research Committee  |  |
| 1.4 | A written recommendation to proceed from the Director of Graduate Education |  |
| 1.5 | In relation to the following three areas, we do not require a separate document to confirm that consultation has happened. Instead, we expect confirmation that factors relating to these three areas have been considered (with consultation with the appropriate group where necessary) to form part of the School’s consideration of the course before the University Validation Event.* Evidence of consideration by the School International Committee (by provision of date of meeting/minute reference).
* Digital Literacies for Staff.
* Disability Support Services.
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| **2** | **Alternative formats** |  |
| 2.1 | Proposed alternative formats must: * 1. Demonstrate how the format conforms with the [QAA Characteristic Statement for Doctoral Degrees](https://www.qaa.ac.uk/quality-code/characteristics-statements) including the form, key features, outcomes and assessment (Sections 2-4)
	2. Demonstrate how the format meets doctoral level learning outcomes in conjunction with the PSD
1. Describe how the format will be compliant with [section A1](https://www.hud.ac.uk/policies/registry/awards-pgr/section-a/) “Non-standard programmes” of the Regulations for Awards – Research Degrees.
2. Demonstrate how the format will be aligned with [section E](https://www.hud.ac.uk/policies/registry/awards-pgr/section-e/) of the Regulations for Awards – Research Degrees.
3. Demonstrate compliance with the principles for what is expected at progression monitoring i.e. will any performance be recorded / will an external need to attend to see a performance from the progression point.
4. Detail admissions and selection criteria and what the admissions process will be for the format i.e. will an interview / performance be required, in conjunction with the PSD.
5. Identify how the role of the School Director of Graduate Education and School specialist professional services staff will support the postgraduate researcher on undertaking the proposed format.
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| **3.** | **Programme Specification Document** |  |
| 3.1 | The following research degree awards will have a School-level programme specification document that will apply to each instance of the award:* MEnt
* EntD
* MPhil
* PhD
* PhD by Publication
* MA / MSc by Research

The following awards will require the validation of a programme specification for each named degree:* Professional Doctorate Awards
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| **3.2** | **Intended Learning Outcomes (ILO)** |  |
| 3.3 | All research degrees learning outcomes should conform to Sections B1, C1, D1 and E1 (as applicable) in the Regulations for Awards (Research Degrees) |  |
| 3.4 | Demonstrate how award learning outcomes are aligned to the QAA qualification descriptor |  |
| 3.5 | Demonstrate how award learning outcomes conform to Section 4 of the Doctoral Degree Characteristics Statement Section |  |
| 3.6 | For exit awards, the relevant regulations for awards (research degrees or taught courses) will apply |  |
| **4** | **Award and form** |  |
| 4.1 | Demonstrate how the award conforms to Section 2 in the Doctoral Degree Characteristics Statement |  |
| 4.2 | Interim awards/exit routes available have been clearly identified, together with any requirements for the conferment of such awards (e.g. number. of credits, modules that must be completed for a named award), and are clearly defined as named/unnamed, as appropriate |  |
| **5** | **Content, structure and delivery** |  |
| 5.1 | Demonstrate how progression, PDP and supervision arrangements conform to Section 3 of the Doctoral Degree Characteristics Statement  |  |
| 5.2 | Demonstrate how the assessment conforms to Section 4 of the Doctoral Degree Characteristics Statement |  |
| 5.3 | Thesis requirements and exam arrangements must be identified and in keeping with Section A4 of the Regulations for Awards (Research Degrees). Any deviation proposed for new formats must make clear equivalent values and conform to the Characteristic Statement for Doctoral Degrees and University regulations; any deviations are also subject to approval by [the Dean of the Graduate School?]. |  |
| 5.4 | Identify available modes of study i.e. part-time/full-time (see 8.1 of this checklist for DL) |  |
| **6** | **Criteria for Admission** |  |
| 6.1 | Demonstrate how entry arrangements conform to Section 3 of the Doctoral Degree Characteristics Statement |  |
| 6.2 | The admissions criteria have been clearly expressed, are appropriate for the level of study being offered and conform to the requirements identified in [Section A2](https://www.hud.ac.uk/policies/registry/awards-pgr/section-a/) of the Regulations for Awards (Research Degrees). |  |
| 6.3 | Where target applicants are likely to be mature students/professionals who have been out of study for a period of time and/or have not studied at HE level previously, measures have been identified/put in place to ensure students can cope with the transition to HE |  |
| 6.4 | There is clear reference to any recognition of prior research, and, where relevant, to the minimum IELTS/TOEFL scores (written and spoken) required |  |
| **7** | **Regulatory matters** |  |
| 7.1 | The proposal is consonant with University regulations and the indicators of sound practice set out by the QAA in their guidance on [Research Degrees](https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/research-degrees). For longevity of the documentation and to avoid potentially contradictory statements, URLs for the relevant regulations have been provided where appropriate:[Quality Assurance procedures for Taught Courses and Research Awards](https://www.hud.ac.uk/policies/registry/qa-procedures/)[Regulations for Awards (Research Degrees)](https://www.hud.ac.uk/policies/registry/awards-pgr/)[Regulations for Postgraduate Research Students](https://www.hud.ac.uk/policies/registry/regs-pgr/) |  |
| **8** | **Student Support** |  |
| 8.1 | Ensure appropriate support is identified and that all arrangements, including those for supervision, progression, examination and submission are inclusive and accessible. |  |
| 8.2 | Identify key expectations and principles of the role of supervisor in supporting the postgraduate researcher. |  |
| 8.3 | Distance learning (non-University of Huddersfield campus based delivery) should only be offered where an approved arrangement for suitable provision has been formalised. |  |