Last Updated: June 2019

**Confirmation to proceed to programme approval/periodic review**

This form should be completed by the programme convener(s) and submitted to the Academic Office ([g.baldwin@roehampton.ac.uk](file:///C:/Users/gabriella.alesi/Desktop/g.baldwin@roehampton.ac.uk)), together with the documentation for the programme approval/periodic review.

**Programme Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Learning resources** *To be completed by the Library*  I confirm that I have met with the programme team to discuss the library resources required for the programme, and provided support with setting up any new online resource lists. | |
| **Name:** |  |
| **Date:** |  |

**Required documents**

* Context paper
* Programme specification(s)
* Module specifications
* External examiner reports and responses (for periodic review, from Academic Office)
* CVs (for programme approval)

**Internal scrutiny checklist**

Tick to confirm ✓

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| Does the context paper capture current programme planning? |  |
| Have all the module specifications been included? |  |
| Are module titles consistent throughout the documentation? |  |
| Has a part-time curriculum map and delivery pattern been included in the programme specification, where applicable? |  |
| Has the curriculum map and learning outcomes for any exit awards been included in the programme specification? |  |
| Are learning outcomes and programme aims concise and appropriate in number? |  |
| Do the assessment tables in the module specifications cite lengths/word counts? |  |
| Are the lengths/word counts and weightings consistent with the *Assessment and Feedback Framework*? |  |
| Have all credit values been included? |  |
| Have module codes been included (including the appropriate suffix A, S, Y)? |  |
| Have all levels been included in the correct numerical format (level 4,5,6,7)? |  |
| Have the names of the programme and module conveners been included in the documentation? |  |
| Has the documentation been checked for typographical errors? |  |
| Have the most current [templates](https://www.roehampton.ac.uk/Corporate-Information/Quality-and-Standards/) been used? |  |

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| **Internal scrutiny** – *to be completed by the Head of Academic Department (or nominee)*  *I can confirm that I have scrutinised the programme documentation and I am happy for the documentation to be presented to the approval/periodic review panel for consideration.* | |
| **Comments** (optional) | |
| **Name:** |  |
| **Date:** |  |