

# Validation

A guide for  
students





## Welcome

On behalf of Goldsmiths, University of London, I am very pleased to welcome you to our extended student community. Through enrolment at one of our Partner Institutions, you are registered on a programme of study leading to a Goldsmiths award.



Goldsmiths is a dynamic research-led centre for academic and creative study, with vibrant links across the world, yet strong roots in local communities and practices. From the moment you enrol at one of our Partner Institutions, you'll be part of a powerful legacy of learning. Goldsmiths has a rich academic history: since its foundation in 1891, and its incorporation into the University of London in 1904, it has produced generations of innovative scholars and artists.

There are currently over 8,000 students studying for undergraduate and postgraduate programmes at Goldsmiths in London. Our academic departments, centres and institutes offer a range of study options within the arts and humanities, social sciences, cultural studies, computing, and entrepreneurial business and management. You can find out more at [www.gold.ac.uk](http://www.gold.ac.uk).

Goldsmiths is committed to underpinning the high-quality undergraduate and postgraduate programmes it delivers with a wealth of internationally recognised research activity.

Through collaborative provision arrangements, over 1,500 students worldwide are registered on a programme of study validated by Goldsmiths at one of our carefully selected Partner Institutions, and you are now part of this growing international community of students.

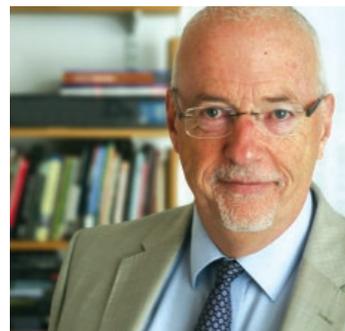
I join all of my colleagues in wishing you every success in your studies and future career.

Patrick Loughrey  
Warden

## Introduction

Welcome to Goldsmiths. I am delighted that you have chosen to study at one of our Partner Institutions.

This guide outlines the relationship between Goldsmiths and its Partner Institutions and the role of Goldsmiths in assuring the quality and standards of your programme of study. Although your primary connection will be with your own Institution, this guide provides further information regarding Goldsmiths' responsibilities to you, including details of when you might need to contact us.



Collaborative Provision involves the delivery of modules or programmes which contribute to the award of Goldsmiths' academic credit or a full qualification which is delivered, assessed or supported through an arrangement with an approved external organisation.

Our portfolio of Collaborative Provision currently includes a range of partnerships in the UK and overseas, including validation arrangements, study abroad, collaborative supervision and joint degrees. The Collaborative Provision register, published at [www.gold.ac.uk/collaborative-provision](http://www.gold.ac.uk/collaborative-provision) details our current arrangements.

Goldsmiths carefully selects collaborative partners whose strategic ambitions are in alignment with our own. A formal institutional approval process is undertaken for each proposed partnership. This includes detailed consideration of strategic and subject fit, staffing, governance, academic regulations, quality assurance and student support processes.

We sign a Memorandum of Agreement for every collaborative arrangement and review each partnership on an annual basis, with a full re-approval process at least once every five years.

I hope that you will find this student guide useful. If you have any queries or feedback regarding collaborative provision or validation, please do get in touch with a member of the Collaborative Provision Team. Our contact details are published at [www.gold.ac.uk/collaborativeprovision](http://www.gold.ac.uk/collaborativeprovision)

May I take this opportunity to wish you every success with your studies; I am sure that you will have a stimulating, enjoyable and productive time at our Partner Institution. Perhaps one day we may even welcome you on-campus in London on a Goldsmiths' postgraduate programme or research degree, as you continue with your academic career.

John Ginman  
Associate Pro-Warden Collaborative Provision

### Goldsmiths' validation

The degree programme on which you are enrolled has been designed by your Institution. Through the validation partnership with Goldsmiths, your programme has been considered through a peer-review process to be of the appropriate standard and quality to lead to an award of Goldsmiths.

The approval process will have involved a visit to your Institution from a panel of academics and practitioners in order to consider the programme documentation, resources, teaching, learning and assessment processes. The panel will have also met with students, programme staff and senior management. You might have been invited to contribute to the validation of your programme through attendance at a student meeting.

Programmes are validated by Goldsmiths for a maximum of five years. A re-approval process will be undertaken towards the end of the approval period.

### Academic link

Each validated programme is appointed with an Academic Link (AL) from the corresponding department at Goldsmiths.

The role of the AL is intended to strengthen the collaborative partnership. ALs are invited to undertake activities alongside academic colleagues at your Institution which mutually enhance the student learning experience and staff development at both institutions.

ALs also contribute to the internal moderation of student assessments and attend assessment meetings at the end of each academic year. This further supports Goldsmiths in ensuring that academic standards at Partner Institutions are consistent with those set for awards conferred at the same level at Goldsmiths.

### Student engagement

During the early approval stages of new collaborative arrangements, Goldsmiths reviews the student engagement processes employed by prospective Partner Institutions to ensure that appropriate processes are in place for students to participate individually and collectively in quality assurance and enhancement activities. These include student representation on decision-making committees as well as structured opportunities for considering and discussing student feedback, such as staff-student meetings.

Following enrolment, your Institution will have provided information to you regarding how to get involved, and will provide periodic updates on how student feedback is considered and responded to.

### Quality assurance processes

As the degree-awarding body, Goldsmiths is responsible for ensuring that the academic standards of the validated programmes delivered by its Partner Institutions are in line with equivalent programmes offered by Goldsmiths and other UK Higher Education Institutions. Goldsmiths also has a responsibility to ensure that the quality of learning opportunities offered to students at Partner Institutions are consistent with those offered to students on campus in London.

This means that Goldsmiths works with your Institution in setting and approving the quality assurance processes for your programme, which include the following:

#### Annual Programme Review (APR)

APR is the cornerstone of the quality assurance process. It provides tutors with an opportunity to reflect upon the teaching and operation of each programme in the previous academic year, to identify successes and good practice which could be shared at your Institution and at Goldsmiths, and to identify any issues which require resolution.

The APR process also monitors how feedback from students at module and programme level has been considered and acted upon.

APRs undertaken at your Institution are considered at Goldsmiths through the learning and teaching committees of academic departments as well as the central Learning, Teaching and Enhancement Committee.

### Assessment processes

Goldsmiths academic staff contribute to the internal moderation of student work each year, working alongside colleagues at your Institution and attending relevant assessment committees. A senior academic from Goldsmiths also serves as a member of each Partner Institution's Board of Examiners, where students' final awards and progression decisions are confirmed.

#### External Examining

Goldsmiths is responsible for appointing an External Examiner to each validated programme. External Examiners provide carefully considered advice on the academic standards of the programme, the integrity of the assessment process and can offer advice on good practice and opportunities for quality enhancement. The annual report of the External Examiner is considered by the programme team and relevant committees at your Institution, as well as Goldsmiths' Learning, Teaching and Enhancement Committee.

The name and position of the External Examiner appointed to your programme will be provided by your Institution. It would not be appropriate for students to make direct contact with the External Examiner regarding their individual performance in assessments. Such issues should be raised through your Department or Faculty, and if they cannot be resolved through this route, dealt with through the appeals or complaints procedures. Partner Institutions will ensure that students receive access to the annual report of the External Examiner; often through student representation on the academic committees at which the reports are discussed.



### Equality and diversity

Goldsmiths expects Partner Institutions to have in place equality and diversity and student support policies and procedures that meet the requirements of the legislation in force in the country where they are located and which are broadly compatible with those of Goldsmiths. This includes providing all students on a programme with appropriate support; ensuring that the teaching, learning and assessment methods used to deliver the programme are inclusive enough to enable students' individual learning needs to be met and reasonable adjustments to be made as required.

### Complaints and academic appeals

If you have a matter of concern, this should be raised with your Institution in the first instance. The programme documentation issued to you by your Institution will include information on the complaints and academic appeals processes in place.

Upon completion of all stages of your Institution's student complaints or academic appeals procedures you will be notified of the final outcome. If you are dissatisfied with the decision made by your Institution, then you may, within a period of 14 calendar days following formal written notification, refer your concern to Goldsmiths' Complaints and Appeals Manager for consideration by the Goldsmiths Pro-Warden appointed by the Goldsmiths Warden to oversee complaints or academic appeals.

The Pro-Warden will consider whether the matter was conducted in accordance with the procedures at your Institution and whether the final decision was reasonable and in accordance with the facts of the case. Together with the final decision of Goldsmiths, a 'Completion of Procedure' letter will be issued which will confirm that internal procedures have been exhausted; list the issues involved and dealt with, and the outcome; and inform the student of their right to approach the Office of the Independent Adjudicator (OIA), an independent agency established within the UK to consider complaints from students.

The OIA will only consider a case once the internal procedures of both the Partner Institution and Goldsmiths have been exhausted. In order to present a case to the OIA the 'Completion of Procedures' letter must be submitted (which shall contain the contact details of the OIA).

The Complaints and Appeals Manager can be contacted at [appeals@gold.ac.uk](mailto:appeals@gold.ac.uk).

### Calculation of undergraduate degree classification

Through the set-up of the partnership with your Institution, certain regulations in place at Goldsmiths will have been adopted, in order to ensure equity of the academic standards between the awards made for programmes delivered at Goldsmiths and at your Institution.

This will have included Goldsmiths' calculation of the undergraduate degree classification, which incorporates marks from across all three years, but with an emphasis on the final stages of the programme.

Students who complete all three years of an undergraduate degree validated by Goldsmiths will receive a final degree classification based on the best 90 credits from Year 1 and the best 105 credits in each of Years 2 and 3, weighted in the ratio of 1:3:5. (Note: there are a total of 120 credits in each year).

For students who complete Years 2 and 3, the degree classification will be calculated on the best 105 credits in each of Years 2 and 3, weighted in the ratio of 3:5.

The algorithm for determining the final grade will have been built into the student record system at your Institution and will be automatically calculated once you complete the programme.

### Degree certificates

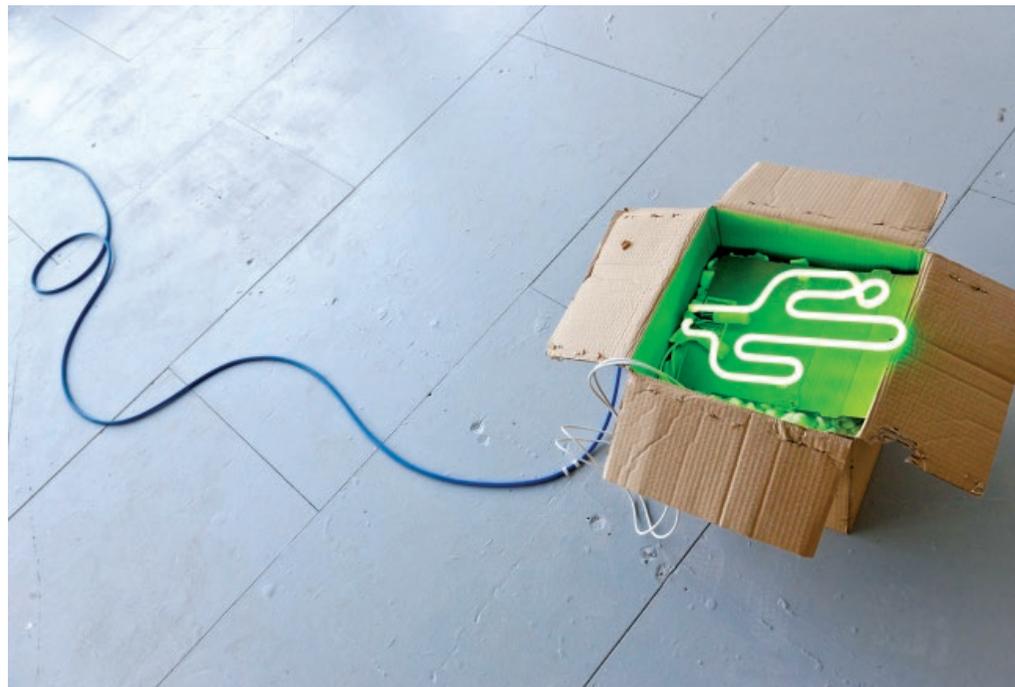
Upon successful completion of your programme, Goldsmiths is responsible for producing your degree certificate, which will include Goldsmiths' name and seal. Your Institution will issue the certificate to you and will be responsible for verifying degree certificates, transcripts and qualifications to external organisations such as employers.

### Personal data

When you enrol on your programme your Institution will issue you with a data fair processing notice which details how Goldsmiths may store and use personal data relating to you, as well as information on who to contact should you wish to discuss the processing of your personal data by Goldsmiths.

### Further information

Further information on validation, collaborative provision, quality assurance and the complaints and academic appeals processes at Goldsmiths can be found at [www.gold.ac.uk/quality/collaborative-provision](http://www.gold.ac.uk/quality/collaborative-provision).



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