

Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from [ExternalExaminers@cardiff.ac.uk](mailto:ExternalExaminers@cardiff.ac.uk).

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	For completion by External Examiner:		
Name of External Examiner:	Ruth Reed		
Home Institution / Employer of External Examiner:	Green Planning Studio Limited		
Programme and / or Modules Covered by this Report	Master of Design Administration		
Academic Year / Period Covered by this Report:	2019/20	Date of Report:	19/11/20

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the dissertation stage Examining Board in the case of postgraduate Master's programmes).

Please return this Report, in a **Microsoft Word format**, by email to: [externalexaminers@cardiff.ac.uk](mailto:externalexaminers@cardiff.ac.uk).

**Please note this form will be published online and should not make any reference to any individual students or members of staff in accordance with the General Data Protection Regulation (2018).**

Please extend spaces where necessary.

**1. Programme Structure** (curriculum design, programme structure and level, methods of teaching and learning)

The course builds on the successful Diploma in Professional Practice ARB/RIBA Part III accredited course extended to cover Design Delivery, Project Delivery and International Procurement and is competed with a dissertation. Students are working industry and the course was designed to be delivered by a combination of distance learning and short courses at the university. There is a one year full-time and two year part-time option.

Both modes moved to fully on-line at the start of lockdown. A distance learning version of the course was given university approval in June by which time all modes of the course had moved on line and continue to be delivered this way. This has not affected academic standards but the personal impact on some students has affected their ability to complete the course. Extensions were given to accommodate these and, where this was no longer possible, students were allowed to defer without penalty. I am assured that academic standards will be maintained.

This is the first year of the course and both full-time students have deferred because of COVID issues.

**2. Academic Standards** (comparability with other UK HEIs, achievement of students, any PSRB requirements)

The module marks are an accurate reflection of the standards achieved consistent with the Diploma in Professional Practice where the teaching is shared in some modules. This provides a comparator that ensures the marking is reliable. The course is not validated by any professional body but attracts qualified professionals, mid-career, particularly to the part-time course.

The effects of COVID on the course delivery and on student learning will be more apparent in the current academic year as will the effect on the student's working lives of disruption in the construction industry. The course has in place mechanism to support students and maintain academic standards.

No reliance is placed on work-based experience for this course so any external disruption has been due to student's personal circumstances and this may continue to be the case in the current year. The students in 19/20 were well supported by the academic staff.

**3. The Assessment Process** (enabling achievement of aims and learning outcomes; stretch of assessment; comparability of standards between modules of the same level)

The assessment methods are suitable for remote learning and have not had to be adjusted for COVID measures.

**4. Examination of Master's Dissertations (if applicable)** (sample of dissertations received, appropriateness of marking schemes, standard of internal marking, classification of awards)

There were no dissertations completed. This is the first year of the course and both full-time students have deferred because of COVID issues.

**5. Year-on-Year Comments**

[Previous External Examiner Reports are available from the Cardiff University Website [here](#).]

This is the first year of the course

**6. Preparation for the role of External Examiner (for new External Examiners only)** (appropriateness of briefing provided by the programme team and supporting information, visits to School, ability to meet with students, arrangements for accessing work to review)

I was provided with all course documentation prior to issue and my comments were taken up. I was provided with student submissions and mark sheets and given sufficient time for comments.

**7. Noteworthy Practice and Enhancement** (good and innovative practice in learning, teaching and assessment; opportunities for enhancement of learning opportunities)

The course has adapted well to on-line delivery however it is apparent that the mature students who are in full-time work are struggling with COVID restrictions.

**8. Appointment Overview (for retiring External Examiners only)** (significant changes in standards, programme/discipline developments, implementation of recommendations, further areas of work)

**9. Issues for Response**

1. An update on how the course continues to support students who are struggling with COVID restrictions.
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