Our date:  
 Our ref.:  
 Your date:  
 Your ref.:  
 Contact person:

**Peer review of programme of study and/or course plan at Volda University College**

We appreciate your willingness to review new programme of study description and/or course plan for Volda University College.

Plans are drawn up on the basis of Guidelines for programme of study and course structure, and according to an internally set template for programme of study descriptions and course plans. See [www.hivolda.no/kvalifikasjonsrammeverk](http://www.hivolda.no/kvalifikasjonsrammeverk) for guidelines and templates.

**Peer review of programme of study description**

We ask for an evaluation of the attached programme of study description taking into account the following points:

* Level (first degree, specialization, second degree level)
* Admission requirements
* Contents: relevance and competence (occupations or further studies students will be qualified for)
* Learning outcome(s)
* Academic structure

**Peer review of course plan**

We ask for an evaluation of the attached course plan taking into account the following points:

* Required prerequisite knowledge (if exceeding the formal admission requirements of the programme of study)
* Level (first degree, specialization,second degree level)
* Contents and the relation between course and programme of study of which the course is a part
* Learning outcome(s)
* Organization and method
* Coursework requirements, assessment and examination
* Syllabus

Peer reviews of a new programme description/course plan are usually 2-5 pages, depending on the programme of study/course.

We ask for the peer review to be completed within 4 weeks. Payment is given on the basis of a time sheet, and in accordance with regular wage scales (government rates).

Peer reviews are to be posted to:

Volda University College  
(faculty)  
(contact)  
Boks 500  
6101 Volda

Please attach completed form regarding payment and refer to:  
Volda University College attn/ Director of Academic Affairs Gonnie Smit

Yours sincerely