



Booking the venue, refreshments, transport and/or accommodation for the external panel member or organising the meetings virtually via MS Teams (where a virtual validation is required)
Ensuring the validation documentation is collated and circulated to the panel
Acting as the key point of contact between the panel and the programme team in respect of collating and sharing the panel's initial observations and circulation of the programme team's responses to these in advance of the validation
At the validation, taking minutes on all discussions, including a list of issues that are likely to be identified as conditions, recommendations or observations
Drafting and circulating the validation report
Liaising between the panel and programme team following the validation as the programme team respond to any conditions or recommendations.

Servicing officers undertaking non-devolved validations may have more complex arrangements to oversee depending on the nature of the collaborative arrangements, particularly in the case of overseas provision. Further guidance can be sought from the Partnership Officers in DAQ.

The validation servicing officer should attend a validation induction/briefing session provided by DAQ, contact the Quality Officer, Taught Programmes to arrange.

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Responsibility for appointing panel members falls to the faculty Associate Professor (Quality) or equivalent or Educational Partnerships Manager (non-devolved validations) although servicing officers may be required to assist in this process.

DAQ advises that panel members are appointed at the earliest convenience. This will be particularly relevant when appointing the panel chair and external panel member(s) not only to ensure their availability but also, in the case of the latter, to have more chance of securing the services of high calibre external expertise.

To assist in the appointment of panel members DAQ holds a central database on experienced/trained members of staff, updated annually. It is a requirement that panel members and chairs attend a DAQ briefing session. They should also be offered an opportunity to observe and/or participate in a validation event before undertaking the role of chair themselves.

Nomination of external panel member(s) will also require approval by the PVC/Dean (or Partnerships Manager (Quality) for collaborative provision) and the Head of Academic Quality, DAQ, before their appointment can be agreed. A Nomination of External Panel Members form can be found on the DAQ website.

In order for the University to comply with its legal duties under the Immigration, Asylum and Nationality Act (2006) the University must ensure it has checked that all external panel members are eligible to work in the UK. External panel members are asked to indicate their status on the external panel member nomination form. Servicing officers are required to ask external panel members to send an electronic copy of their passport/equivalent prior to the validation. The external must bring any originals with them to the event and show a copy to the servicing officer on the day. Servicing officers may wish to ask the external to join the initial panel meeting earlier so they can show a copy of their passport/equivalent on the day. Servicing officers should keep a log of when you saw the passport together with a copy of the passport/equivalent with the validation documentation.

The faculty will pay for all travel and accommodation costs associated with the panel members, including the daily fee for the external panel member, which is normally £150.

At an early stage in the preparation process, a draft programme should be drawn up in consultation with the faculty Associate Professor (Quality) or equivalent or relevant contact for non-devolved validations and the identified validation chair. You should consider the travel needs of your external panel member(s) when establishing a start time. Suggested programmes for different validation types can be found in Appendix 1. Please note, however, that the requirements may vary according to the nature and location of the validation. For non-devolved validations a programme is likely to be tailored to the individual collaborative proposal, particularly if validation occurs alongside partner approval and/or in the case of overseas validations.

A comprehensive list of documentary requirements is provided in the DAQ Guide to Validations, section 3. Requirements should generally be addressed in one of two key documents: the programme handbook and

As a minimum the validation panel must receive the appropriate documentation for the type of validation, plus the Guide to Validation for Panel Members. In addition, external panel members must receive a campus map, travel documents (if appropriate) and an expenses claim form.

To do their job effectively, panel members need time to read the documentation thoroughly and to seek clarification in advance on points identified. The validation documentation must be provided to panel members at least 90 days before the start of the validation process.

In addition to citing conditions and recommendations of approval, the panel may also wish to identify arising from the validation process, to include exemplary features to commend and examples of potential good practice.

Issues not discussed during the day will not be included as conditions unless the panel discusses them with the programme team before the report back.

At the final feedback session, the chair should feed this all back to the programme team.

panel, the draft report should be circulated to the programme leader (or programme coordinator for non-devolved/collaborative provision) for confirmation of factual accuracy, allowing one week for a response.

The final approved report should be circulated to a number of key individuals, as detailed on the validation report proforma. These include the panel, programme team, the relevant programme management board, the faculty Associate Professor (Quality) or equivalent, the PVC/Dean, and the Faculty Academic Committee (FAC). The programme management board receives the report for formal consideration, and the PVC/Dean and the FAC, for note (non-devolved reports should also be presented to the Faculty Collaborative Partnerships Committee (FCPC)).

A copy of the report must also be sent to the Quality Officer (Taught Programmes), DAO, for presentation to the Associate Professors Advisory Group for endorsement.

It is the responsibility of the faculty Associate Professor (Quality) or equivalent to oversee the process of meeting conditions of approval (although they will seek support from the servicing officer). The faculty Associate Professor (Quality) or equivalent should ensure that:

- The documentation submitted in response to conditions is received by the date specified in the validation report

- A copy of the response to conditions is forwarded by the validation servicing officer to the external panel member(s) for approval, as appropriate

- The chair of the validation panel formally and in writing approves the responses to conditions if appropriate, submitting this to the validation servicing officer

- If the conditions of approval are deemed not to have been fully met, a further response is requested

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Relevant extracts of the minutes of all relevant programme management board, DARC/Faculty Academic Committee meetings at which the development was discussed
Relevant extracts of the minutes and notes of all programme team/project team meetings at which the development was discussed
Completed nomination form for external panel member, signed off by PVC/Dean and Head of Academic Quality
Validation report and evidence of approval by panel
All responses to conditions and recommendations, as appropriate
Relevant extracts of the minutes of all relevant programme management board and DARC/FAC meetings at which the validation report and the programme team's responses to it have been considered and endorsed
All correspondence with the panel chair and other panel members showing consideration, and ultimately, approval of the responses. In particular, correspondence from the panel chair indicating that all conditions have been met to the satisfaction of the panel, thus indicating full approval for the programme to commence.

Educational Partnerships/Global Partnerships will maintain the records for all non-devolved validations.
