



For forms, templates, and further guidance, please contact:

Sally Lloyd, Quality Manager (Taught Programmes)

E: [sllloyd@dmu.ac.uk](mailto:sllloyd@dmu.ac.uk)

Or visit the DAQ [website](#)

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## Introduction

This guide is intended to support validation panel members through the validation process. For further information about programme approval and validation please refer to the Department of Academic Quality (DAQ) [Guide to Validation](#).

### The purpose of validation

Validation is the process through which the university establishes that a new programme is academically viable, that academic standards have been appropriately defined and that it

revalidation depending on the nature and extent of the changes. Guidance on this is provided in the [Guide to Curriculum Modification](#).

## Section 1: The validation panel

Validation panel terms of reference

The validation panel will:

- x Receive proposals for the validation of new programmes or the revalidation of existing programmes
- x





### Library and Student Services representative

Your main role is to consider the resources statement presented, and to view the library facilities in the case of collaborative validations, in terms of level, quality and access, specifically:

- x The allocation and appropriateness of learning resources
- x The currency and availability of stock identified in the reading lists
- x Provision of skills training and information support for students.

### Department of Academic Quality (DAQ) representative

The DAQ representative's role is to ensure that the validation event takes place according to the validation framework and that the proposal sits appropriately to national and university requirements, e.g. the Office for Students' sector-recognised standards in England and the university's academic regulations. The DAQ representative will advise the panel on validation protocols and outcomes.

### Servicing officer

Your main role is to prepare the validation report and act as the key point of liaison between the panel and the programme team. You are responsible for co-ordinating the domestic arrangements for the validation, working closely with the DAQ representative.

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## Section 2: Submission and circulation of documentation

The validation documents

As a minimum the validation panel must receive:

- x Validation documentation as outlined in the DAQ Guide to Validation
- x Validation event programme (including details of those attending)
- x List of panel members and roles

### Section 3: The validation event

Consideration of the proposal will be undertaken through the analysis and discussion of the submission document produced by the programme team.

15. Are the identified resources necessary to support the programme and are they in place or committed?
16. Is the programme designed so that students are treated equally, regardless of gender, age, ethnicity, disability, sexual orientation or religion?
17. Has the programme considered the UDL principles in the design and the type and volume of assessment?
18. Do programme learning outcomes feature employability and career management skills development?
19. Do placement learning outcomes contribute to the overall coherence and integrity of the programmes, where applicable?
20. Have the team included anonymous marking of assessments where possible? If this has not been included, faculty support must be sought and justification presented at validation
21. Have the team embedded elements of sustainable education into the curriculum?

#### Additional considerations for different types of provision

Type of provision	Focus of scrutiny
Distance learning	





the learning materials for year two of a distance learning programme in the latter stages of the first year of delivery.

Required actions

## Section 4: After the event

### Preparation of report and validation follow-up

The outcome of the validation will be fully documented in a report, written by the validation servicing officer, which should be finalised and circulated within **five weeks** of the validation event. Panel members will be invited to provide comments on a draft before a final version is agreed. The report, once finalised, will be circulated to key university committees and individuals.

### Responding to conditions and required actions

The programme leader is responsible for co-ordinating the follow-up activity. This will include the provision of evidence to the panel that changes have been made and action taken in response to the conditions and required actions set, as well as the preparation of a formal response to any recommendations. The documentation produced must be sent to the validation servicing officer for onward transmission to the chair. Occasionally other panel members may also be involved in reviewing the programme team's response. Where they have received responses, panel members must confirm to the validation servicing officer that they are satisfied with the action taken in response to the conditions, required actions and recommendations set.

