**Feedback form – Validation and review; programme team**

We would welcome feedback on your experience of using the collaborative validation and/or programme review process. To inform future events and to ensure continuous improvement, we would be grateful if you could complete this feedback sheet. All comments are evaluated annually and used to inform future practice as appropriate.

Please could you return the completed form to [qesadmin@surrey.ac.uk](mailto:qesadmin@surrey.ac.uk) or in the post to the Directorate of Quality Enhancement and Standards, room 12, 3rd Floor, Senate House, University of Surrey, Guildford, Surrey, GU2 7XH.

*Prompts have been included as a guide, but please feel free to include anything that you think is relevant.*

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| --- | --- |
| Programme award and title |  |
| Date of validation / review: |  |
| Planning meeting  *Eg was its role clear; was its membership appropriate; did it take place at the right time; did you leave with a clear understanding of the process, your role & associated deadlines? etc.* | *Please comment here* |
| Documentation requirements  *Eg were you clear about what you were expected to produce; do you think the documentation requirements as detailed in the Code of Practice were appropriate or too much/not enough, etc.* | *Please comment here* |
| Student consultation process (if applicable)  *Eg were you/your students clear about their role in the process; what was your experience of engaging the students in the process; do you have any suggestions about how student involvement could be strengthened? etc.* | *Please comment here* |
| Conduct and management  *Eg was the final event managed well overall, were you satisfied with the role of the Chair, panel and the validation and review co-ordinator?* | *Please comment here* |
| Overall process  *Eg do you feel you had sufficient support from staff at the University with the process and are there areas that you would highlight as key strengths or areas where there is scope for improvement?* | *Please comment here* |
| Any other comments? | *Please comment here* |

***Thank you for taking the time to evaluate the process***