Planning meeting notes

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| 1. **Programme details**
 |
| Date of planning meeting: |  |
| Present at planning meeting: |  |
| QES event no: |  |
| Programme award and title: |  |
| Programme Leader: |  |
| Faculty and Department/School: |  |
| Type of event |  |
| Proposed start date: |  |
| PSRB involvement / requirements: |  |
| 1. **Deadlines and action list** (please note that failure to meet these deadlines could result in the cancellation of the event)
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| **Date** | **Action** |
|  | Programme team to nominate an external assessor, complete the nomination form and e-mail it to the Academic Quality Officer |
|  | Programme team to compile a list of staff (and students if it is a review) who will be attending the validation/review event and send the list to qesadmin@surrey.ac.uk. **It is the Programme Team’s responsibility to invite the staff and students.** |
|  | Submission of the first draft of validation/review documentation to the Academic Quality Officer (Validation, Periodic Reviews and Professional Bodies) for initial checking and the ADLT for approval. |
|  | Deadline for Faculty approval sign off and submission of an electronic version of the documentation. The documentation should be uploaded to the QES SharePoint site with a signed copy of the Faculty Approval Checklist. |
|  | Validation / review event (usually one day) |
| 1. **Documentation to be submitted – requirements and responsibilities**
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| Submission document  | To be completed using the blank template.A guidance template is also available to help complete the document |
| Programme handbook | Provide the following programme specific sections completed for the upcoming academic year:* programme information (including all listed sub sections)
* the Professional Training Year (if applicable)
* professional and statutory body requirements (if applicable)
* external examiners
* dissertation/project
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| Programme specification | Template to be completed for new programmes.Existing programme specifications to be supplied by QES. |
| Module descriptors | Ensure that all the information asked for on the new template is provided for each module. All modules related to the programme going through validation / review must be submittedExisting programme specifications to be supplied by QES. |
| Staffing information | A template is available to help complete this section of the submission document |
| External examiners’ reports for previous year (review only) | To be appended to the submission document and analysed in the critical evaluation, which forms part of the submission document for review events |
| Annual programme reports previous year (review only) | To be appended to the submission document and analysed in the critical evaluation, which forms part of the submission document for review events |
| PTY approval form | Template to be completed, signed and appended to the submission document |
| PTY module descriptors | Ensure that all of the information asked for on the new template available is provided for each module. The standard text for these modules should remain |
| Collaborative business case | Template to be completed, signed and appended to the submission document |
| 1. **Arrangements for the validation process**
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| Validation / review programme  | A standard programme for validation / review is as follows:Validation10:00 Private panel meeting11:00 Panel meets with programme team12:30 Panel lunch13:00 Private panel meeting13:30 Feedback to programme team14:00 CloseReview10:00 Private panel meeting11:00 Panel meets with students (review only)11:45 Private panel meeting12:00 Panel lunch12:30 Panel meets with programme team14:00 Private panel meeting14:30 Feedback to programme team15:00 Close |
| Validation / review panel: | To be appointed by the Directorate of QualityEnhancement and Standards:* a Chair (a member of the Quality and Standards

Subcommittee* a university representative (not from the faculty of the programme(s) being validated/reviewed)
* one or two external assessor(s)
* a validation and review co-ordinator
* a student representative

NB: if the event is a joint event with the PSRB then there may be grounds to have the PSRB act in the role of the external assessor and provide subject expertise. |
| External assessor: | The programme team are responsible for sourcing a potential external assessor, once they have agreed to act in the role and are available on the agreed date the external assessor nomination form (available from here <http://www.surrey.ac.uk/quality_enhancement/validation/validationprocess/index.htm>) should be completed and submitted to the Directorate of Quality Enhancement and Standards. The nominee should meet the requirements set out in the relevant Code of Practice. |
| Venue: | The validation / review event will take place at the University of Surrey / Associated Institution.  |
| 1. **Information and guidance on the validation and review process**
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| * University Regulations – <http://www.surrey.ac.uk/quality_enhancement/regulations/index.htm>
* Codes of practice – <http://www.surrey.ac.uk/quality_enhancement/standards/index.htm> - The programme team should take the time to read the relevant *Code of practice* (validation or review) to ensure that they are aware of the process, their role and the timescales and deadlines involved
* The Framework for Higher Education Qualifications (FHEQ) – <http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/The-framework-for-higher-education-qualifications-in-England-Wales-and-Northern-Ireland.aspx>
* Subject Benchmark Statements - <http://www.qaa.ac.uk/AssuringStandardsAndQuality/subject-guidance/Pages/Subject-benchmark-statements.aspx>
* QAA characteristic documents for Masters and Doctoral programmes <http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/characteristics-statements>

The following guidance documents and word templates for the validation/review process are available at:<http://www.surrey.ac.uk/quality_enhancement/validation/validationprocess/index.htm><http://www.surrey.ac.uk/quality_enhancement/validation/periodicreview/index.htm> * External assessor nomination form
* Module descriptor - guide and blank template
* PTY module descriptor – guide and template
* Taught unit descriptor – guide and blank
* Programme specification - guide and blank template
* Staffing information template
* Content of Submission for validation - guide and template
* Content of Submission for reviews - guide and template
* PTY approval form
* Faculty approval checklist template

An examples library of previous validation and review documentation can be found at:<https://sharepoint.surrey.ac.uk/QAPD/Examples%20library%20for%20validation%20and%20review%20documen/Forms/AllItems.aspx>  |
| 1. **Further guidance**
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| * Consultation – please ensure that you consult relevant parties during the design / development process – further information can be found with the relevant *Code of practice* (validation or review)
* Assessment – Consider the requirements within the *Code of practice for assessment and feedback* when developing and reviewing the programme(s) assessment strategy
* Student involvement – there will be a student panel member if they are available. This is a separate role from the student meeting for review events. It is the programme teams responsibility to ensure that a range of students associated to the programme(s) under review are available to meet the panel during the review event, see the relevant *Code of practice* and the proposed programmes for further information.
* PSRBs – if there are any professional / external body requirements which differ from the University’s *Regulations* they will need to be stated clearly within the documentation with a reference to the relevant body’s documentation, in particular reference to the requirement which differs.
* Faculty approval – it is the responsibility of the programme team to ensure that the deadlines agreed at the planning meeting are met and that the bound hard copies as well as an electronic copy of the documentation is submitted to the Faculty and the Directorate of Quality Enhancement and Standards as requested.
* Joint programmes – if the event is to validate/review a programme that has involvement from various Schools / Departments / Faculties you will need to establish who will have administrative responsibility for the programme and then acquire supporting statements from all other parties involved.
* Shared events – where possible programmes are validated / reviewed in groups, usually via department / school, which may also include the consideration of both UG and PGT programmes. We advise that one submission document should be compiled per event, however, if more than one is needed then it can be accommodated, in these instances there should be a discussion with QES. All documentation for the ‘shared’ event will be considered by the same panel at one event.
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| 1. **Notes**
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| Items circulated to the programme team with the planning meeting notes:* Previous event report
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