**PLANNING MEETING NOTES / PROCESS GUIDANCE**

***General information***

|  |  |
| --- | --- |
| Date of planning meeting: |  |
| Present at planning meeting: |  |
| QES event no: |  |
| Programme OR School / Department |  |
| Programme Leader: |  |
| Type of event |  |
| Proposed start date: |  |
| PSRB involvement / requirements: |  |

***Deadlines and actions***

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Stage / Process | Action | To be completed by |
|  | Initial checks | Complete a programme specification for new programmes and module descriptors for new modules and send them to qualitysupport@surrey.ac.uk | Programme team OR School / Department |
|  | Initial checks | Carry out a desk based compliance exercise | QES |
|  | Initial checks | Meeting to discuss the outcomes of the initial checks exercise | QES, QESC representative and Programme team OR School / Department representative |
|  | Validation / enhancement event | Nominate an external assessor, complete the nomination form and send it to [qualitysupport@surrey.ac.uk](mailto:qualitysupport@surrey.ac.uk) | Programme team OR School / Department |
|  | Validation / enhancement event | Compile a list of staff (and students if it is an enhancement event) who will be attending the validation/enhancement event and send the list to [qualitysupport@surrey.ac.uk](mailto:qualitysupport@surrey.ac.uk). **It is the Programme Team’s responsibility to invite the staff and students and ensure that they are aware of the events location** | Programme team OR School / Department |
|  | Validation / enhancement event | Send an electronic version of the self-evaluation document to [qualitysupport@surrey.ac.uk](mailto:qualitysupport@surrey.ac.uk) | Programme team OR School / Department |
|  | Validation / enhancement event | The validation / enhancement event date - Programme team OR School / Department to attend designated meetings | QES and Programme team OR School / Department |

***Documentation***

|  |  |  |
| --- | --- | --- |
| Document | Process | Context |
| Programme specification | Validation | Only new programmes need to complete this template, all existing programmes have a programme specification and are available to view/download from <http://sits.surrey.ac.uk>, curriculum management, programme lifecycle, view programme |
| Module descriptor | Validation / Enhancement | Only new modules need to complete this template, all existing modules have a module descriptor and are available to view/download from <http://sits.surrey.ac.uk>, curriculum management, programme lifecycle, view module |
| Accreditation report | Enhancement | If there is an accreditation report following a recent accreditation event this should be submitted to [qualitysupport@surrey.ac.uk](mailto:qualitysupport@surrey.ac.uk) to be included in the initial checks process |
| Initial Checks report | Validation / Enhancement | To be completed by Quality Enhancement and Standards following the completion of the desk based compliance review |
| External assessor nomination form | Validation / Enhancement | This template must be completed once the Programme team OR School / Department have identified a suitable external assessor who is willing to act in the role, once completed it should be sent to [qualitysupport@surrey.ac.uk](mailto:qualitysupport@surrey.ac.uk) |
| Self-evaluation document | Validation / Enhancement | This template must be completed by Programme team OR School / Department prior to the validation / enhancement event and sent through to [qualitysupport@surrey.ac.uk](mailto:qualitysupport@surrey.ac.uk) two weeks prior to the event date |

All templates listed above can be downloaded from the [QES webpages.](https://www.surrey.ac.uk/quality-enhancement-standards/validations/validation-periodic-enhancement)

If the event is being held jointly with a professional body then the initial checks exercise will still take place, but the validation/enhancement event will be replaced by a joint event with the professional body and their deadlines and documentation will be used in lieu of the self-evaluation document.

***Timings***

A standard programme for a validation / enhancement event is as follows:

|  |  |
| --- | --- |
| Validation | Enhancement |
| 10:00 Private panel meeting  11:00 Panel meets with programme team  12:30 Panel lunch  13:00 Private panel meeting  13:30 Feedback to programme team  14:00 Close | 10:00 Private panel meeting  11:00 Panel meets with students (review only)  11:45 Private panel meeting  12:00 Panel lunch  12:30 Panel meets with programme team  14:00 Private panel meeting  14:30 Feedback to programme team  15:00 Close |

***Validation / Enhancement panel***

The panel are to be appointed by QES and will consist of:

* Chair
* Internal panel member
* External assessor(s)
* Event coordinator
* Student panel member

The external assessor(s) will act as the subject expert(s). All other panel roles must not be from the School/Department of the programme/school/department going through the validation/enhancement process.

If the event is a joint event with a professional body then there may be grounds to have the professional body act in the role of the external assessor and provide subject expertise.

***Further guidance and notes***

* Programmes must be compliant with the University’s [Regulations](https://www.surrey.ac.uk/quality-enhancement-standards/regulations) and [Codes of practice.](https://www.surrey.ac.uk/quality-enhancement-standards/codes-practice) In particular section A1 of the Regulations and the Code of practice for assessment and feedback.
* There will be a student panel member present at the validation / enhancement event if they are available. This is a separate role from the student meeting for enhancement events. It is the School / Departments responsibility to ensure that a range of students associated to the School/Department undergoing the enhancement process are available to meet the panel during the enhancement event.
* If there are any professional / external body requirements which differ from the University’s *Regulations* they will need to be raised with QES during the initial checks exercise.

Further information on the validation / periodic enhancement process, including process maps can be found within the [Code of practice for programme life cycle processes.](https://www.surrey.ac.uk/quality-enhancement-standards/codes-practice)