# Appendix 3

# **Indicative Validation Timeline**

| **Key Stages** | **Required Actions** | **Timescale** |
| --- | --- | --- |
| **Stage 1:**  **Approval to Proceed** | 1. Proposed new collaborative programme / activity discussed and agreed by School.   NB: Where the proposal involves an international partner, the international partnership triage process must be completed prior to detailed discussions and/or development work being undertaken. However, initiatives requiring cross-Faculty support, non-standard fee arrangements and/or where opportunities are time-sensitive will be considered by the International Partnerships Decision Group outside the triage process, as appropriate, and, if agreed, proceed straight to Step 4. | **- 12 months** |
| 1. School informs Faculty Student Recruitment and Finance Hub and Academic Affairs. | **- 8 months** |
|  | 1. School completes required paperwork for Approval to Proceed, working with Faculty, Academic Affairs and relevant Professional Support areas to prepare the necessary documentation (business plan/case, market rationale and risk analysis), and assigns responsibility for the arrangement to a proposed University Coordinator.   NB: Paperwork completed through the international partnership triage process may be used in lieu of the standard Approval to Proceed pro forma. | **- 7/8 months** |
|  | 1. Request for Approval to Proceed considered by FEB or International Partnership Decisions Group, as appropriate. | **- 5/6 months** |
|  | 1. FEB informs the Educational Partnerships and Governance Team in Academic Affairs | **- 5 months** |
| **Stage 2:**  **Validation** | 1. Academic Affairs contacts School and Partner to set out process and request necessary documentation from each. | **- 4 months** |
|  | 1. Validation Panel appointed by Education Committee Quality and Standards (ECQS) (Academic Affairs coordinates)   School to nominate External Adviser and School subject specialist. | **- 4 months** |
|  | 1. Written submissions prepared by Partner (institutional self-evaluation, in a new partner) and School (programme proposal). | **- 1/4 months** |
|  | 1. Draft Memorandum of Agreement (MOA) developed by Academic Affairs, School and Partner. | **- 1/4 months** |
|  | 1. Documentation submitted to Academic Affairs and circulated to Validation Panel. | **- 4 weeks** |
|  | 1. Initial comments and requests for any additional information / documentation received from Validation Panel. | **- 2 weeks** |
|  | 1. Validation pre-meeting held as required (international collaborations) – Panel and School. | **- 1 week** |
|  | 1. Validation Visit undertaken. | **0** |
|  | 1. Draft Validation Report to Validation Panel for approval. | **+ 10 working days** |
|  | 1. Validation Report issued to Partner and School (Programme Team).   Any difficulties in meeting the conditions specified therein should be communicated to the Secretary of the Validation Panel within 2 weeks of receipt. | **+ 2/3 weeks** |
|  | 1. Programme Team response to Validation Report received | **+ 6/7 weeks** |
|  | 1. Programme Team response to Validation Panel for consideration and approval. | **+ 7/8 weeks** |
| **Stage 3:**  **University Approval** | 1. Programme Regulations (new and amended programmes) to ECQS (fast track approval process). | **+ 8/9 weeks** |
| 1. Paperwork to ECQS (next available formal meeting or via fast track approval process) | **+ 9/10 weeks** |
|  | 1. ECQS to either approve or recommend approval to Academic Council and Senate, as appropriate. | **Annually in Oct, Mar and May** |
| **Stage 4:**  **MOA Signature and Implementation** | 1. MOA concluded and signed. |  |
| 1. Details added to University Register of Collaborative Agreements. |  |
| 1. Recognised Teacher status sought by Partner staff as appropriate. |  |
|  | 1. Prospectus Content Deadline (programme details provided to MRCI as required) | **Annually (Normally 20-22 months prior to first intake)** |
|  | 1. Student Intake | **Annually in Sep** |
|  | 1. Annual Monitoring Report | **Annually in Dec** |
|  | 1. Recognised Teacher status of Partner Staff updated / renewed as required | **Annually in Semester 2** |
|  | 1. Periodic Review | **Every 5 years (max)** |