DRAFT AGENDA FOR A VALIDATION PANEL (OR PERIODIC REVIEW)

PROGRAMME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A meeting of the Validation Panel to consider approval of (INSTITUTION) to offer the above programme leading to the University’s award will be held on at .

Date

AGENDA

1. Membership

 To note that the membership of the Panel is as follows:

2. Documentation

To receive the following documentation:

* + 1. Guidelines for Validation and Review Panels.
		2. Draft agreement between the University and the institution.
		3. Institutional self-evaluation document and supporting evidence.\*
		4. Programme submission: programme specification, draft regulations, module outlines, summary CV’s.
		5. Review document and previous validation report.\*\*
		6. Statistical information including applications, intake, progression and awards made.\*\*

3. Institutional Context

To consider the institutional context for the collaborative arrangement. (*meeting with senior management from the partner institution*)

4.\* Programme Proposal

To discuss the programme proposal. *(meeting with programme development team from the University and the partner institution)*

5.\*\* Programme Review

To consider the programme committee’s report on the operation of the programme since its last approval. *(meeting with programme staff from the University and the partner institution, and meeting separately with students from the programme)*

6. Programme and Institutional Administration

To discuss administrative arrangements.

7. Conclusions and Recommendations

To consider conclusions and recommendations regarding the programme and recognition of the institution.

**\*\* For periodic review only.**