

Role of ADE in programme validation

In August 2016 a working group was set up to streamline the programme validation process. As part of their work, they agreed that more guidance was needed for ADEs to describe their role and responsibilities relating to Programme Validation and Revalidation. This document is produced as an aid and should not be taken over the substantive job description already in place with Human Resources.

Programme Validation

Stage 0 – Initial Discussion

- Meet with the programme proposer
- Discuss whether the concept looks likely to be viable
- Decide whether to approve proposal
- Notify FAR

Stage 1 – Programme Creation

- Monitor programme information
- Request input from stakeholders (Marketing, Finance, other Faculties, FAR)
- Bring the programme proposal to the attention of the FEG
- Participate in discussion relating to any concerns raised by AQSC

Stage 2 – Programme Development

- Monitor developing programme information
- Request input from stakeholders not previously requested (once more detailed programme information is available)
- Approve external advisor nomination (if criteria are met)
- Chair Faculty Scrutiny Group
- Review Documentation and surrounding evidence
- Obtain input from members of FSG
- Guide FSG to make a conclusion
- Report to Secretary of FPC

Stage 3 – Programme Approval

- Chair FPC and guide FPC to make a recommendation

Programme revalidation

Stage 1 – Programme Evaluation

- Receive and review the evaluative report from the programme lead
- Make recommendation to FEG.

Stage 2 – Programme Development

- Monitor developing programme information
- Approve external advisor nomination (if criteria are met)
- Chair Faculty Scrutiny Group
- Review Documentation and surrounding evidence
- Obtain input from members of FSG
- Guide FSG to make a conclusion
- Report to Secretary of FPC

Stage 3 – Programme Approval

- Chair FPC and guide FPC to make a recommendation

- Instigate programme closure procedure (if required)
- Monitor response to recommendations and conditions made at FSG through monitoring of action plans at FPC.