

Role of Programme Proposer in programme validation

In August 2016 a working group was set up to streamline the programme validation process. As part of its work, the group agreed that more guidance was needed for programme proposers - to describe their role and responsibilities relating to Programme Validation and Revalidation. This description has been written for use with the Curriculum Manager (CM) system.

Stage 0 – Initial Discussion

- Be aware of internal and external reference points and constraints (as detailed in section 4 of the Policy and Procedure relating to programme design and standards);
- Consult with Faculty Academic Registrar (FAR) to obtain advice about validation arrangements;
- Be aware of the timescales for programme validation, mindful of CMA requirements about when information for students and applicants needs to be available;
- Undertake conversations with principal internal stakeholders in preparation for the initial discussion.
- Undertake a meeting with the ADE to discuss the programme concept.

Stage 1 – Programme Creation

- Complete programme proposal form
- Draw up draft programme specification;
- Consult with principle stakeholders and (for joint programmes) other Faculties;;
- Brief Associate Dean (Education & Student Experience) (ADE) ready for presentation to FEG.

Stage 2 – Programme Development

- Complete all remaining information in the programme specification;
- Agree with ADE which internal stakeholders should be consulted;
- Identify and arrange for the appointment of an external advisor;
- Consult with internal stakeholders as agreed with ADE. Receive and respond to any issues raised;
- Consult with FAR relating to arrangements for Academic Scrutiny;
- Participate in the Faculty Scrutiny Group (FSG) as a member of the programme team;
- Undertake any further work required as a result of the FSG;
- Finalise programme information.

Stage 3 – Programme Approval

- Monitor progress of approval by Faculty Programmes Committee (FPC);
- Complete responses to recommendations and conditions made at FSG and report to FPC.