

Role of Curriculum & Quality Assurance (CQA) 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 CQA teams - 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.

Programme Validation

Stage 0 – Initial Discussion

- Receive notification from Associate Dean (Education & Student Experience (ADE) and set up new programme on CM.

Stage 1 – Programme Creation

- Monitor the development of the programme information;
- Monitor decision of Faculty Executive Group (FEG);
- Enable the programme to proceed through approval gateway subject to the outcome of FEG.

Stage 2 – Programme Development

- Monitor the development of the programme information;
- Monitor 'internal stakeholder' consultation if requested by Associate Dean (Education & Student Experience (ADE));
- Complete the Appointment of External Advisor template and obtain approval from ADE;
- Monitor input and response to internal stakeholders;
- Facilitate the timeline for academic scrutiny;
- Undertake the organisation of the Faculty Scrutiny Group;
- Act as Secretary to the FSG and complete minutes

Stage 3 – Programme Approval

- Enable the programme to proceed through approval gateway subject to the outcome of Faculty Programmes Committee;
- Monitor responses to recommendations and conditions made at FSG are monitored at FPC.

Programme revalidation

Stage 1 – Programme Evaluation

- Receive notification from ADE and set up page on CM ;
- Monitor the development of the programme information;
- Monitor ‘internal stakeholder’ consultation if requested by ADE;
- Monitor decision of FEG.

Stage 2 – Programme Development

- Monitor the development of the programme information;
- Complete the Appointment of External Advisor template and obtain approval from ADE;
- Monitor input and response to internal stakeholders;
- Facilitate the timeline for academic scrutiny;
- Undertake the organisation of the FSG;
- Act as Secretary to the FSG and complete minutes

Stage 3 – Programme Approval

- Enable the programme to proceed through approval gateway subject to the outcome of FPC;
- Carry out programme closure procedure (if required);
- Monitor responses to recommendations and conditions made at FSG are monitored at FPC.