

Role of Faculty Academic Registrar (FAR) 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 FARs - 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

- Receive notification from Associate Dean (Education & Student Experience) (ADE)

Stage 1 – Programme Creation

- Monitor the development of the programme information;
- Monitor decision of Faculty Executive Group (FEG);
- Enable programme to be advertised 'subject to validation';
- Participate in discussion relating to any concerns raised by AQSC.

Stage 2 – Programme Development

- Monitor the development of the programme information;
- If requested by the ADE, and in relation to the administrative support of programmes, participate in 'internal stakeholder' consultation if requested by ADE;
- Oversee the appointment of External Advisor;
- Oversee the input and response to internal stakeholders;
- Assist the programme proposer with the timeline for academic scrutiny;
- Oversee the organisation of the Faculty Scrutiny Group (FSG);
- Notify Secretary of Faculty Programmes Committee (FPC) of the outcome of the FSG.

Stage 3 – Programme Approval

- Receive notification of post- approval from Secretary of FPC

Programme revalidation

Stage 1 – Programme Evaluation

- Monitor the development of the programme information
- If requested by the ADE, and in relation to the administrative support of programmes, participate in 'internal stakeholder' consultation if requested by ADE;
- Monitor decision of FEG.

Stage 2 – Programme Development

- Monitor the development of the programme information;
- Oversee the appointment of External Advisor;
- Oversee the input and response to internal stakeholders (where they have been consulted);
- Assist the programme proposer with the timeline for academic scrutiny;
- Oversee the organisation of the FSG;
- Notify Secretary of FPC of the outcome of the FSG.

Stage 3 – Programme Approval

- Receive notification of post- approval from Secretary of AQSC;
- Instigate programme closure procedure (if required);
- Ensure that response to recommendations and conditions made at FSG are monitored at FPC.