**STANDING VALIDATION PANEL**

**Type**: Standing Committee

**Reporting Line**: Education Committee

**Timing:** Once per month

**Cycle:** Academic Cycle

**TERMS OF REFERENCE/FUNCTIONS**:

1. To support the Diversified and Growth Portfolio workstream of the Town House Strategy through the timely consideration of new course proposals to be delivered and awarded by Kingston University.
2. To review and evaluate new course proposals on the basis of the quality of the materials contained in the validation submission documentation, and where required responses from the faculty to queries raised by the Panel, as specified in Section C of the Academic Quality and Standards Handbook.
3. To test each course proposal against its potential to meet the high-quality threshold set for validation, which includes:
	1. Alignment to the University’s Academic Framework
	2. Alignment to the University’s relevant policies and regulations
	3. Supporting the University in complying with the Office for Students’ general and [ongoing conditions of regulations for Quality and Standards](https://www.officeforstudents.org.uk/media/qzqblugo/securing-student-success-regulatory-framework-for-higher-education-in-england-2022.pdf)
4. To utilise the expertise of external academic and industry experts, through consideration of written reports submitted to the Panel, in determining the outcomes of each proposal.
5. To confirm the validation outcome of each proposal, from the options listed in Section C of the Academic Quality and Standards Handbook.
6. To capture evidence of good practice.

**MEMBERSHIP:**

Pro Vice-Chancellor Education (Chair)

Associate Dean for Learning and Teaching (or equivalent) from each faculty

Head of Quality Assurance and Enhancement (QAE)

Deputy Academic Registrar (Regulations, Assessment & Student Casework)

QAE Manager

QAE Assistant Registrars

Representative from the Kingston Students’ Union

Validation event Chairs

**In attendance:**

Other members of professional or academic staff may be invited to attend as required by the agenda

**QUORACY:**

The meeting shall be quorate if, within twenty minutes of the published start time of the meeting, at least 50% of the members are present. If a quorum is not present after twenty minutes, the meeting shall stand adjourned and a special meeting shall be summoned as soon as reasonably practicable. Alternatively, the Chair can continue proceedings on an informal basis. In the event that the meeting proceeds on an informal basis, any decisions taken will be circulated to the full membership via email for ratification as soon as possible after the meeting. Any members who do not respond by the deadline (10 working days after receipt of the email) will be deemed to be assenting to the decision made. There is no minimum quoracy threshold for informal meetings; however it is at the discretion of the Chair whether to proceed with the meeting on an informal basis in light of the number of members present.

Where members are unable to attend a meeting, they should inform the Clerk and nominate an alternative representative to attend in their place. If a member fails to attend two or more meetings within an academic year, this will be flagged to the Chair.

The full Rules and Procedures are available at: [Committee (sharepoint.com)](https://kingstonuniversity.sharepoint.com/sites/Comm-academic-council/SitePages/Meetings-Home.aspx)