**KINGSTON UNIVERSITY**

**Quality Assurance and Enhancement**

**Validation Planning Meeting Notes**

**Event: Planning meeting for:**

**Date of Planning Meeting:**

**Present:**

1. **Curriculum Design Support**

*Please use the below action plan to confirm the key elements of the curriculum design and the support required from the Professional Services teams and the timeline for this support.*

*This action plan should be reviewed at the internal scrutiny meeting.*

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| **No.** | **Key Element of Curriculum Design** | **Support Required** | **Department** | **Target Date for Support** | **Outcome/Completed** |
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The [Curriculum and Learning Design Pages](https://canvas.kingston.ac.uk/courses/311/pages/curriculum-and-learning-design) bring together the Academic Framework, frameworks for curriculum and learning design and the new Catalyst supporting workshops and resources, including the RISE UP programme.

For support from Inclusive Curriculum Consultants (rebranded as RISE programme) please follow this link to the form to request support:   
<https://forms.office.com/Pages/ResponsePage.aspx?id=nALvyc8YFkCG05PPjpT_lD6p6Un0CLZEiYNeaq6S9idUQThUM1g2N0E0MzlCOTQxVEY2NUxaM0JZVy4u>

Link to further details of support offered through the RISE programme:

[The RISE PROGRAMME - Redefining Inclusion and Sustainability in Education (sharepoint.com)](https://kingstonuniversity.sharepoint.com/sites/staffspace/dep/studentachievement/LTEC/IC/Curriculum-Consultants/Pages/default.aspx)

*QAE will send the planning notes and action plan to the relevant Professional Services teams.*

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| 1. TIMETABLE AND FORMAT |  |
| 2.1 Date the documents should be submitted to the Assistant Registrar (QAE) for the Internal Scrutiny meeting. | This should be 1 week before the internal scrutiny meeting.  *Note: QAE will circulate the documentation to relevant teams in Academic Registry (such as Student Record and Returns, Timetabling etc.), Careers and Employability (for Future Skills requirements) and Student Recruitment and Admissions (such as the UKVI team) to check for any issues arising from the proposed course structure. If any issues are identified, relevant members of staff will attend the Internal Scrutiny Meeting to advise the course team.* |
| 2.2 Date of the Internal Scrutiny meeting: | This should be held at least 4 weeks prior to the date that the documents and completed C6 form are to be submitted to QAE. Shorter timeframes will have to be adopted for more imminent events.  This should be held either on campus or via MS Teams but not via correspondence. |
| 2.3 Date the documents and completed C6 form should be submitted to the Assistant Registrar (QAE) for circulation to the panel. | At least 3 weeks before the validation event – where possible, allow more time for events with multiple courses.  If the course is going to the Standing Validation Panel (SVP), the documents should be submitted 5 weeks before the date of the SVP meeting. |
| 2.4 Validation event date: | Validations  For UG provision including apprenticeships, the validation must be completed (conditions response completed and approved), 18 months before the intended start date (unless PMG has already approved something outside this timeframe).  For PG provision including apprenticeships, and for collab partner courses, the validation must be completed (conditions response completed and approved) 3 months before the intended start date.  Significant changes to existing courses  For UG, the changes must be completed (conditions response completed and approved) by mid-December of the preceding academic year.  For PG, the changes must be completed (conditions response completed and approved) by the end of February of the preceding academic year.  Allow 4 weeks for the subject team to respond to any conditions set by the validation panel and for the conditions response to be signed off. |
| 2.5 Validation event location: | Specify campus (if KU) or institution (if collab partner).  By default, events should be held onsite (either at KU or the partner, if applicable). |

***Notes on section 2:***

***Documents must be submitted to QAE by the agreed deadline to ensure that panel members are given enough time to review and make comments on the documentation prior to the event.***

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| 3. LEAD CONTACT IN THE FACULTY |
| 3.1 The lead contact in the faculty is: |
| 4. SUBJECT TEAM AND FACULTY STAFF TO ATTEND VALIDATION EVENT TO MEET THE PANEL |
| ***NB. not applicable if the course is going to SVP*** |

***Notes on section 4:***

***A member of FLT should attend the validation event with the subject team. This is normally the Associate Dean or Head of School (or nominee). The same member will be invited to join the first private panel meeting as well.***

***For collaborative partner validations, any faculty staff attending the event will need to book their travel and accommodation through faculty support staff, not through QAE.***

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| 5. PANEL |
| Validation panels will normally be constituted as follows:   1. Chair (appointed by QAE) NB. for SVP, the Chair is the same for each meeting 2. Student panel member (appointed by QAE) NB. for SVP, Kingston Students’ Union have a standing invite 3. QAE panel member 4. External panel member with relevant academic expertise (see criteria set out in form C1) \* 5. External panel member with industrial/professional expertise relating to the subject area (see criteria set out in form C1) \* 6. Panel member from a School unrelated to the provision under consideration\* not applicable for a course going to SVP 7. PSRB representative(s) (if appropriate) (if a PSRB representative forms part of the panel, it may not be necessary to have a second, additional panel member with industrial/professional experience) \* |
| 5.1 Member of staff responsible for contacting all panel members marked with asterisk (\*) and completing form C1: |
| 5.2 Date the form C1 (signed by Dean or nominee) should be submitted to QAE:  This should normally be submitted within 8 weeks of the planning meeting. The deadline will be set accordingly for more imminent validation events.  Please note, if the C1 form is not received by this date, QAE may seek nominations via JISC mail forum. |

***Notes on section 5:***

* ***For a validation event, faculties should ensure that panel members are available to attend in person on the date of the validation, prior to the submission of the C1 Form.***
* ***For a course going to SVP, faculties should ensure that external experts will be available to review the documentation and write a report on it around the date identified in 2.3 above. Attendance in person is not required.***
* ***Current fee payable to Validation external panel members and experts is £300 per report (SVP) or £300 per day (actual days of event). The fee payable to external subject experts for low risk, faculty level validations is £150.***
* ***For a validation event, QAE may ask to nominate the internal panel member (vii) to allow colleagues that recently undertook Chairs training to shadow an experienced Chair before being assigned as a Chair themselves.***

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| 6. VALIDATION DOCUMENTATION |
| 6.1 Faculties will be required to submit the following validation documentation via the Curriculum Management System (CMS):   * Programme Specification (C4) * Module Directory (C5 prefaced by Form C2) * Resources Document, including teaching staff CVs or web profiles (C14) * Indicative module summative assessment map (C11) – will be created and populated automatically in the CMS once the above are generated * Form C6 (signed by Dean or nominee)   See Guidance CG (iv) for details.  Faculties will be required to submit the following validation documentation by email:   * Briefing Paper/ rationale document (C17) * Academic Framework and Regulations - Key Points Checklist (C16) - this will not be sent to the validation panel or SVP, but needs to be produced at the same time as the other validation documentation * Module Delivery Dates form (C18) - this will not be sent to the validation panel or SVP, but needs to be produced at the same time as the other validation documentation   Additional documents will also be required for validation of collaborative provision, degree apprenticeships and blended learning provision. See Guidance CG(iv) for details.  See section C of the [AQSH](https://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/) for guidance on producing validation documentation.  6.2 QAE will provide the following documentation for a validation event:   * Link to the relevant Subject Benchmark Statements * Link to the OfS Sector Recognised Standards * Link to the undergraduate or postgraduate academic regulations as applicable * Kingston University Academic Framework * For standalone Foundation Year courses, the Programme Specifications of all the linked courses, for reference. |

***Notes on section 6:***

* ***Documents must be received by QAE by the agreed deadline to ensure that panel members are given enough time to review and make comments on the documentation prior to the event***
* ***All paperwork submitted to the validation event or SVP, must be updated into the most up-to-date format (see section C of AQSH)***

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| 7. PROGRAMME FOR THE EVENT | *(the timings and meetings below are suggested and would apply to a standard event; they can be amended accordingly)*  ***NB. The programme below is not applicable if the course is going to a SVP meeting.*** |
| 09.30 – 09.45  09.45 – 11.15  11.15 – 13.15  13.15 – 14.45  14.45 - 15.00 | Welcome and introductions (panel only), or presentation from course team if they wish to do this  Private meeting of the panel, including agenda setting  Meeting with the subject team  Lunch and private meeting of the panel to determine outcomes  Feedback to subject team  *Notes:*  *For apprenticeship validations, a meeting with employers should be included within the programme.*  *Where required a tour of resources should be added to the programme*  *If deemed necessary by the panel in their deliberations a second meeting with the subject team may be requested. The lead contact will be advised during the lunch break.*  *The programme times will be amended accordingly if any of the above meetings are required.* |

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| 8. VARIANTS FROM THE UG/PG REGULATIONS AND ACADEMIC FRAMEWORK |
| Any planned variants from the [UG/PG Regulations](https://kingstonuniversity.sharepoint.com/sites/staffspace/more/Pages/Academic-Framework.aspx) must be submitted to RFC (academicregistry@kingston.ac.uk) for approval prior to the internal scrutiny meeting using form [G3](https://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/academic-quality-and-standards/).  Any proposed variants or exemptions to the [Academic Framework](https://kingstonuniversity.sharepoint.com/sites/staffspace/dep/qae/Pages/Useful-Links.aspx) must be submitted to the Education Committee ([QAE@kingston.ac.uk](mailto:QAE@kingston.ac.uk)) prior to the internal scrutiny meeting using Form [C3](https://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/academic-quality-and-standards/).  Variants must be approved by the date the paperwork is due to be sent to the validation panel or SVP. |