

# New programme approvals (validation) – an overview

## What is Validation/approval?

Validation ensures that a newly developed programme is fit for purpose before students begin their studies on it. It is a peer review process involving a panel of DMU staff and students and external experts.

The panel will promote best practice and help to enhance the new programme and the student experience.

## Why do we formally approve?

The panel considers the academic viability of the new programme, its **academic standards**, **academic quality** and the **opportunities it will offer students to learn and develop**.

Any new programme and its proposed learning outcomes/modules need to meet the Office for Students Sector-recognised standards.

**Provide students with the best opportunity to learn and achieve**

## Types of events

### Devolved

Any programmes that are run by De Montfort University (DMU) staff on campus and/or in the community, corporate or clinical setting or distance learning. Also known as Faculty based provision. There is a **Fast-track** option available.

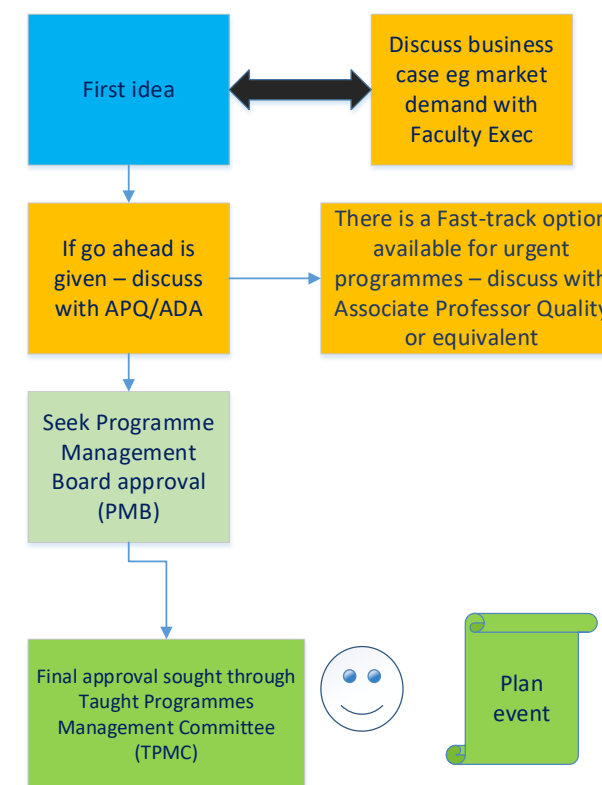
### Non-devolved

Where part or all of the programme is to be delivered by staff not employed by DMU, but usually employed by a partner institution and delivered away from DMU (both UK and overseas), also known as collaborative provision (CP). Please note this is a separate process not included in this summary.

### Revalidation

A lighter touch event to review an existing programme that has already been validated by DMU. Usually as a result of location change/programme name change/significant changes to the modules/learning outcomes.

## Approval process



## Who is involved? The Panel

### Chair

Senior member of staff with in-depth knowledge of teaching, academic quality and skills to chair and facilitate discussion

### External panel member

HE or industry professional to provide an independent and objective view of the provision

### Non-faculty member

Academic from another faculty to provide comparison from within DMU

### Student representative

A full panel member to provide the student voice and offer a student viewpoint

### Department of Academic Quality (DAQ) rep

To check the proposal is appropriate to national and university requirements eg FHEQ

### Library and Learning Services rep

To consider the appropriateness of the resources

### Servicing Officer

Faculty Administrator to support preparation, running of and conclusion of event

## The event

**10.00 – 10.15** – Arrival and introductions

**10.15 – 10.30** – Presentation from the Programme Leader to highlight rationale for the programme

**10.30 – 11.00** – Panel discussion and preparation for meeting with the programme team

**11.00 – 12.15** – Meet with the Programme team to discuss programme details and support

**12.15 – 13.00** – Private panel meeting to discuss findings and prepare outcomes for the event

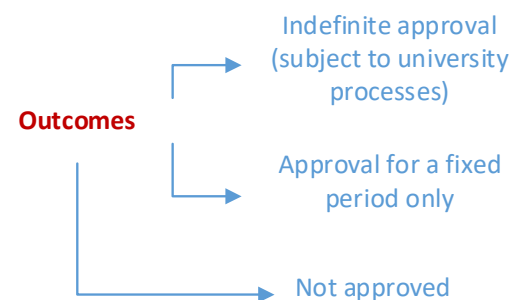
**13.00 – 13.15** – Feedback to the programme team on validation outcomes and actions they need to take

**The above is an indicative programme only**



## The report/outcomes

A report is written within 4 weeks of the event.



**Conditions** – serious actions needed before the programme can start

**Required Actions** – serious actions needed to be resolved, the deadline can be after the programme start

**Recommendations** – points for the team to consider developing and improving the programme

**Observations** – commendations and good practice recognised by the panel

## What happens next?

- Servicing Officer to monitor any conditions and required actions
- Faculty Academic Committees (FAC) monitor and sign off the completion of any conditions and RTCs
- The programme enters into the standard university quality monitoring processes
- Provision undergoes a Periodic Review within 5 years



## Useful resources

| Publication   | Web link  |
|---|---|
| Victoria Pooley – Quality Officer (Taught Programmes) | <a href="mailto:Victoria.pooley@dmu.ac.uk">Victoria.pooley@dmu.ac.uk</a>  |
| DAQ guide to Validation                               | <a href="https://dmu.ac.uk/programme-approval-management">dmu.ac.uk/programme-approval-management</a>   |
| QAA Quality Code                                      | <a href="https://www.qaa.ac.uk/quality-code">https://www.qaa.ac.uk/quality-code</a>   |
| Office for Students Sector-recognised standards       | <a href="https://www.officeforstudents.org.uk/media/53821cbf-5779-4380-bf2a-aa8f5c53ecd4/sector-recognised-standards.pdf">https://www.officeforstudents.org.uk/media/53821cbf-5779-4380-bf2a-aa8f5c53ecd4/sector-recognised-standards.pdf</a> |

**Academic Year 2022-23**