

**DE MONTFORT UNIVERSITY – VALIDATION SERVICE**  
**EXTERNAL SUBJECT ADVISER (ESA) VALIDATION/REVALIDATION REPORT**

**Summary of Key Points to Note When Completing Your Validation/Revalidation Report:**

- This report should be used for:
  - **New** programmes being validated
  - **Existing** programmes undergoing a revalidation.
- Please produce your report no later than 4 weeks prior to the validation/revalidation event.
- Your views will influence how the programmes are developed. To help us, please ensure your report contains clear feedback on the currency of the curriculum and appropriateness of resources, as well as advice on good practice, innovation and areas for enhancement.
- It is appreciated if handwritten reports are not presented. Please word process your report on the standard report proforma and email it to UK Validation Services on [ukvs@dmu.ac.uk](mailto:ukvs@dmu.ac.uk).
- UK Validation Services will always acknowledge receipt of your report via email within three working days. If you do not receive an acknowledgement please send the report again.
- The University may wish to use extracts from your report in promotional material where appropriate. Any such use of material will be made anonymous and you will always be contacted first to seek your permission.
- Thank you for your continued support and contribution to the University's quality assurance processes.

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<b>Name:</b>	
<b>Programme(s):</b>	
<b>Partner Institution:</b>	
<b>Academic Session:</b>	
<b>Date of Validation/Revalidation:</b>	

**1. Physical and Learning Resources**

Please comment on the appropriateness of the physical and electronic resources available to students on the programme and whether they are comparable with other institutions. Central to this should be whether the resources available meet the demands of the curriculum.

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**2. Curriculum Development**

Please comment on your involvement in assessing the appropriateness of programme curriculum throughout the lead up to validation/revalidation, bearing in mind need to maintain the currency of the programme. Have you been consulted regarding any developments in a timely manner?

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**3. Teaching Team**

Have you seen the teaching team profile for the next academic session and commented on its appropriateness?

Yes ☐ No ☐

**4. Programme Information**

Have you seen the publicity (college prospectus entry, student handbook etc.) for the next academic session and commented on its appropriateness?

Yes ☐ No ☐

**5. Good Practice**

Please identify any areas of good practice that has been observed in relation to the development of the programme by the programme team, which could include processes or mechanisms in place to ensure the quality and standards of the award.

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**6. Additional Comments**

ESAs should comment on any other areas or issues not covered above, that they feel are important.

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Your report should be submitted electronically to the University no later than 4 weeks prior to the validation/revalidation event. Completed reports should be emailed to UK Validation Services on [ukvs@dmu.ac.uk](mailto:ukvs@dmu.ac.uk).