For forms, templates, and further guidance, please contact:

Victoria Pooley
E: Victoria.pooley@dmu.ac.uk
W: Guida

Contents

Section 1: Validation and the role of student panel member

What is validation and revalidation?

Validation is the process by which a new programme is considered and approved. The programme team draft programme documentation, this is circulated to the validation panel for their review and an event is held to consider and approve the proposed programme.

Revalidation is the process by which a current programme is reviewed following a significant change. This may be due to:

- The number of changes staff want to make to a programme
- The requirements of external bodies (these are called Professional, Statutory or Regulatory Bodies (PSRBs)).

The programme team draft programme documentation, this is circulated to the validation panel for their review and an event is held to consider and approve the proposed programme.

There are four main types of validation you may act as a panel member on:

Devolved validation or revalidation (DMU-based programmes)	Education 2030 validation

validation

What makes a 'good' student panel member?

Student panel members are key to ensuring that the student voice is considered as part of assessing new (or amended) programmes. Student panel members should:

- Bring and share good practice (from your own experience as a student)
- Engage with the process and with student voice (e.g. from acting as a course rep)
- Be independent – acting impartially
- Be a critical friend – do not be afraid of asking questions!
- Provide relevant contributions

As the student panel member, you may have a very different perspective to other (generally academic) panel members – and that is ok. Do not be afraid to raise a question or an issue which no one else has thought of. It can seem daunting in a formal situation with a number of (often senior) staff members. Be reassured that all panel members are there to support you and by raising questions/issues you are making a valuable contribution to the validation process.

What are your responsibilities as a student panel member?

1. Review validation documents and provide comments; focus on the student handbook (where provided) and the main validation document
   - Areas you may wish to look at:
     – The student experience on this programme/these programmes
     – The suitability of the programme design
     – How placements are offered and whether there is sufficient support to students (where applicable)
     – The assessment types (range, number of assessments, reassessment)
     – The feedback from students; what does it tell you about the programme?
     – Student representation on the programme
     – The opportunities students have to give feedback on their programme.
     – Personal tutoring opportunities for students on the programme
     – How students are supported on their programme
     – Student resources on the programme
     –

Who else is on the panel?

A validation panel is typically made up of the following staff members: *

- Chair
  - Responsible for leading the discussions and ensuring that everyone gets a say.
  - A senior academic member of staff from another Faculty.
- External(s) panel members
  -

- Minor issues raised by panel members on the comments sheet may be resolved by the provision of additional documentation or a brief explanation from the programme team.
- For other issues, panel members' comments are collated into an agenda of topics for discussion on the day of the validation event.

On the day of the validation event

The event provides the opportunity for the panel to discuss specific points with the programme team and other representatives from the faculty. Validation events may be held virtually (on MS Teams) or in person and the servicing officer-27.5 (eBhB7t7 (f)4y)-120 (at)3.22(m)-1% 1a

2. Required actions
    – These are also serious issues that must be addressed to the satisfaction of the
      panel; however, 8d0010(3/TT2 1 Tf0 Tc 0 Tw 0.86 0 Td( )Tj/TT1 1 Tf0.002 Tc 0.004- Tc 0.004 0 Td

achieve this in a short timeframe, programme teams are recommended to undertake a sprint (or equivalent) activity to re-evaluate their curriculum and achieve block delivery.

How many programmes will be considered as part of the validation/revalidation?

Education 2030 events involve from one to (approximately) five programmes validated as part of one event. The event length may run from a half-day to a full-day event, depending on the programmes being validated and whether there are any shared modules.

When will I receive the validation paperwork?

Due to the tight timeframes as part of this transformation activity, you should receive the paperwork 10 working days before the validation event.

What will be included in the validation paperwork?

- There will not be student handbooks required as part of the documentation.
- There may be notes from the programme's sprint activity, or equivalent, to show the review activity that has taken place before the validation event.
- Equality, Diversity and Inclusion and Enhancing Learning through Technology checklists will be provided by School (not at individual programme level).

Who will be on the validation panel?

- There will be no library and learning services representative on the validation panel (their input should already have been considered as part of the sprint process/equivalent).
- If there are PSRBs involved in the programme, there may also be a PSRB representative on the validation panel.
- Education 2030 validations will take place virtually (on MS Teams or equivalent).

When will the panel meet to review the comments sheet and discuss key lines of enquiry?

The panel will meet as part of the validation event to review the document and decide on who will ask each question to the programme team.

Secti ans.8 (n)19i ancs.8 (n)1mW52 :mW /LBoh(i)]TJ .3 (t)h0.4 (oou0.4 (o)6.30.003 2r)

Guide to validation for student panel members   Section 4: Who should I contact if I have questions?

2022/2023 Page 8