VALIDATION REPORT

SEC/2016/3/0225

Report of the meeting of the Lancaster University Validation Panel to consider the following programme:

Programme Name:
Date of meeting:

Panel:

Name	Department	Chair
Name	Department	Subject Specialist
Name	Academic Quality, Standards & Conduct	Validation Officer

Team:

Name		
Name	Position	
	Position	

Employers:

| Name | | |
| | Position | |

1. INTRODUCTION

1.1 Internal Validation

The College internal validation panel met the team to consider the proposal on .... The internal Panel recommended various changes and set some conditions which had to be met before the proposal could be put forward for validation by Lancaster University.

The College Facilitator inspected the revised proposal and endorsed it for Lancaster University validation. Validation documents were submitted to AQSC on .... and subsequently mailed to Panel members.

2. DETAILS OF THE PROPOSAL

Type of Award (s):	
Credits:	
Proposed Start Date:	
Mode(s) of Delivery:	
Expected Cohort Size:	
Period of Validation:	5 years

3.   CONDITIONS

3.1   Outline condition

Provide paragraph of context

3.2   Outline condition

Provide paragraph of context

4.   RECOMMENDATIONS

4.1   Outline Recommendation

Provide paragraph of context

4.2   Outline Recommendation

Provide paragraph of context

5.   GOOD/INNOVATIVE/COMMENDABLE PRACTICE

5.1

6.   CONCLUSION

The Panel recommended that the programme be validated for a period of 5 years, as detailed in Section 2 above. Validation is subject to the following Conditions and Recommendations:

6.1   Conditions

6.1.1   To complete all Housekeeping/Documentation issues as outlined in Appendix 2.

6.1.2

7.2   Recommendations

7.2.1

8.   RESUBMISSION ARRANGEMENTS

The Course Team must submit an electronic copy of the revised document and complete and return appendix 1 and 2 of this report detailing how and where the Conditions, Recommendations and Housekeeping have been addressed, to AQSC, no later than ....

If the Panel and AQSC representative are satisfied that the revised proposal meets the Conditions and Recommendations, the programme will be submitted for final approval according to the University's procedures for programme approval on behalf of Lancaster University Senate. At this stage the Course Team must submit a final electronic copy of the document to AQSC.

The Annual Programme Review for this programme should include an update on progress with regard to any recommendations included in the report.

Date of draft report:
Date report confirmed:

Appendix 1

Programme Name: **Date of Event:**

Course Team Response to Conditions/Recommendations

Detail of Condition/Recommendation	Additional Material and/or Amendment to Documentation	Actioned By	Page Number
Condition 1:			
Condition 2:			
Recommendation 1:			
Recommendation 2:			
Recommendation 3:			

Programme Leader:...........................   Date ....
Appendix 2

Programme Name: Date of Event:

Housekeeping and Documentary Issues

Page Number and Section	Detail of Addition/Amendment Required	Comment from Programme Team	Amended

Checked and Approved by Member of Quality team...   Date ....