

Sample Agenda for the Final (Re)Validation Event

Institution
 (Re)Validation of name of programme
 <day and date>

All times are indicative

	<p>The first panel meeting will be held up to 7 working days in advance of the (re) validation event via an OU approved meeting platform. The meeting should last approximately 1.5 -2 hours and during the meeting there will be the opportunity to:</p> <ul style="list-style-type: none"> • Discuss initial observations and identify key issues • Confirm the agenda and agree themes for discussions with institution staff and students on the (re)validation event day
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<day and date>

<venue>

0900 – 0915	Private meeting of panel
0915 – 1015	<p>Meeting with senior management to consider as appropriate:</p> <ul style="list-style-type: none"> • A brief introduction to the College • Academic organisation, management, academic and resource planning for higher education • Quality assurance and enhancement for higher education • Staffing and staff development and resources for higher education • External consultation • Contribution of <named programme> to the partner’s HE strategy
1015 – 1115	Meeting with students (from current student body if possible)
1115 – 1130	Private meeting of the panel
1130 – 1200	Tour of facilities (to include VLE)
1200 – 1300	Private meeting of panel with lunch
1300 – 1430	<p>Meeting with programme team for <programme name> to consider as appropriate:</p> <ul style="list-style-type: none"> • Programme development, organisation, aims and rationale • Programme content and structure, teaching and learning methods • Admission arrangements • Assessment strategy and methodology • Programme management and administration • Programme monitoring, review and enhancement

	<ul style="list-style-type: none"> • Research and staff development policies
1430 – 1515	Private panel meeting to discuss issues from meetings to date and in particular to decide if a call-back session is required; to agree conclusions and prepare any conditions and/or recommendations of approval.

Either

1515 – 1530	Feedback to senior management and programme team(s) of conclusions
1530	Panel concludes

Or

1515 - 1600	Further meetings with senior management and/or programme team (if required)
1600 – 1615	Private meeting of panel to agree conclusions and prepare any conditions and/or recommendations of approval for the award.
1615 – 1630	Feedback to senior management and programme team(s) of conclusions
1630	Panel concludes

These times and details may be subject to alteration on the day of the visit

It should be noted that the order and length of each meeting will be agreed between the institution and the (S)QPM.