



Collaborative Programmes Validation Panel Terms of Reference

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Objectives

1. The Validation Panel for Collaborative Partners is responsible for scrutinising programme, pathway and unit proposals and changes for programmes run by collaborative partners. It makes recommendations regarding approval, validation, and revalidation to the College's Academic Board.

Responsibilities

2. The Panel's responsibilities are:
 - a) To consider proposals from the collaborative partner for the validation of new Higher Education programmes or pathways.
 - b) To consider proposals from the collaborative partner for major changes to existing programmes or pathways.
 - c) To ensure the effective scrutiny of any proposals by a process which facilitates peer review and uses methods deemed appropriate to the validation status and subject matter of the programmes concerned.
 - d) To assess any proposals to ensure that they satisfy quality criteria and threshold academic standards appropriate to the type and level of award.
 - e) To assess any proposals to ensure that they meet the external regulatory demands of the UK education sector and professional bodies.
 - f) To provide summary reports to the Academic Board of all activity undertaken and to make recommendations based on the outcome of any assessment of proposals received from the collaborative partner.
 - g) To report to the Academic Partnership Section and Collaborations Committee any issues identified with existing programmes which require action.

Reporting

3. Each Validation Panel will provide reports to the Academic Board of its activities, including any recommendations for validation, revalidation, and approval.
4. As appropriate each Validation Panel will seek further information from the collaborative partner, through the Academic Partnership Section.

5. Each Validation Panel will notify Academic Partnership Section of any issues identified with existing programmes which require a response.

Membership

6. The membership of each validation panel will be independent of the collaborative partner. This will avoid conflicts of interest and enable fully independent scrutiny of any proposals to take place.
7. Each instance of a Validation Panel is convened by the Academic Director, through the Academic Partnership Section.
8. Membership of the Panel will be made up as follows:
 - The Academic Director will act as Chair.
 - At least one, and up to two members of the College's academic staff
 - At least one appropriately qualified member, external to College staff, with academic expertise in the relevant programme area, and who is not associated with the collaborative partner.
 - Suitably experienced members from employer or professional bodies, as relevant.
 - At least one student representative from the collaborative partner.
9. The Chair may consult others as appropriate e.g., sector experts, other members of College staff. These individuals will not form part of the Validation Panel.
10. The role of the external academic expert is to help the College ensure that the scrutiny of the programme is academically robust.
11. Staff from the collaborative partner will be invited to panel meetings, in order to answer the questions panel members may have. These may include, but are not limited to:
 - Senior staff members
 - Academic Director or equivalent
 - Programme proposer or members of the programme development team
 - Programme Director or other relevant academic staff
12. A member of the Academic Partnership Section will act as Secretary to the Validation Panel.

Meetings

13. Each Validation Panel will meet as required. The minutes and reports of each Validation Panel will constitute a formal record of its meetings and decisions.

Quorum

14. Four members will constitute a quorum and include the Chair, a student representative, and an external member.

Sub-committees

15. There are no sub-committees of the Validation Panel