University of Essex

PARTNER INSTITUTION
VALIDATION AND PERIODIC REVIEW PLAN AND TIMELINE

Preparation

For Validations and Periodic Reviews, start by considering Partner Institution developments in course design, teaching and learning methods and student support, which draw upon the following:

- Internal influences: such as Partner Institution strategy and planning for HE provision.
- University of Essex influences: such as University Education strategy, Curriculum Review and additionally for periodic review the Annual Review of Course (ARC) reports.
- External influences: such as the QAA Quality Code, QAA award and subject benchmarks, Professional, Statutory and Regulatory Bodies (PSRB) requirements.
- External consultation over developments: for example through External Examiners, other external academics, industry experts, or employers.

Planning for the Validation/Periodic Review

Timeline	Activity	Responsibilities
Autumn Term	Liaison over dates of Validations and Periodic Reviews.	Partnerships Team
	Dates of events finalised and circulated.	Partnerships Team
Throughout Autumn Term / Spring Term / Summer Term, as appropriate	Discuss key themes and focus points for the event (and for Periodic Reviews what will be included in the Reflective Document) drawing on the existing information and plans referred to above under Preparation.	Partner Institution
	Partnerships Team and Partner Institution liaise over the membership of the Review Panel and agenda. Partner Institution nominates Partner representative, student representative, industry/employer/PSRB representatives. Partnerships Team to nominate External academic and University academic.	Partner Institution/Partnerships Team
	Panel members and agenda are approved by the Chair.	Partnerships Team
	Details are finalised with approved Panel members.	Partnerships Team
	Students invited to meet the Panel. Agree course team representatives to meet the Panel.	Partner Institution
8 weeks before the event	Documentation prepared and supporting documents collated.	Partner Institution
6 weeks before Periodic Review / 4 weeks before the new course approval event	**All documentation submitted electronically to the Partnerships Team.[1]**	**Partner Institution**
3 weeks before the event	Partnerships Team review the documentation provided by the Partner Institution.[2]	Partnerships Team
2-3 weeks before the event	Documentation circulated to panel members electronically via Box.	Partnerships Team
	Briefings for the student panel member and students meeting the panel and confirmation to the University that this has taken place.	Partner Institution
	Briefing for course teams meeting the panel.	Partner Institution
1 week before the event	Panel members submit a summary of their feedback (template provided) and can request any additional documentation. This information is to be circulated to all Panel members in advance of the event.	Partnerships Team / Panel members

[1] Please note that where more than one course is being considered within one Periodic Review or Validation event, the Course Team are only required to complete one Reflective/Summary Document which covers all of the courses under review.
[2] Following the Partnerships Team review of the documentation provided by the Partner Institution, the Partner Institution may be required to provide additional documentation or to revise the existing documentation. For example, if the Partnerships Team feels that the documentation is too extensive, the Partner Institution may be asked to rationalise the documentation accordingly.

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Event	Validation or Periodic Review event held	Partnerships Team /Partner Institution
Following the Validation/Periodic Review event		
Timeline	*Activity*	*Responsibilities*
Normally 2 working days after the event	Draft "Summary of Commendations, Conditions and Recommendations" circulated to the Chair and Panel for approval.	Secretary
Normally 5 working days after the event	Approved "Summary of Commendations, Conditions and Recommendations" circulated to the Partner Institution. Guidance notes provided to the course teams about the actions required and how to present their response.	Secretary
Normally 4 weeks after the event	Validation or Periodic Review report written, approved by the Chair, and circulated to the Panel for comment. Once finalised the report is issued to the Partner Institution.	Secretary
Deadline set by the Panel[3]	**Response to conditions and recommendations sent to Partnerships Team.**	**Partner Institution**
	Response considered by the Chair, amendments may be requested. The Chair signs-off the conditions and recommendations and confirmation is sent to Partner Institution.	Chair/Partnerships Team
	The Validation or Periodic Review report and a report confirming approval of the response to the conditions and recommendations is submitted to the University's Partnerships Education Committee (PEC) for consideration, so completing the Validation or Periodic Review process.	Partnerships Team
	PEC makes a recommendation to the University's Academic Quality and Standards Committee (AQSC) that the Validation or Periodic Review report and the response to the conditions and recommendations are approved. AQSC may request additional information. The final authority for approval of the validation of a new course or the re-validation of an existing course rests with AQSC.	Secretary of PEC submits report to the Secretary of AQSC
	The decision of AQSC is reported to the University's Education Committee and Senate for information.	Secretaries of Education Committee and Senate
ARC deadlines	**Response to conditions and recommendations included in the ARC.**	**Partner Institution**
Contacts and guidance		

If you have any questions about the Validation or Periodic Review process, please:
- Check the Partnerships Team website
- Send an email to the team at: partnerships@essex.ac.uk
- Contact your Partnerships Manager directly for advice and guidance.

Document review information

Document owner	Partnerships Team
Document author	Rachel Frost, Senior Partnerships Manager
Document last reviewed by	Dawn Mott, Partnerships Manager (Development and Oversight)
Date last reviewed On	January 2022
Review frequency	Annually

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[3] The deadline for responses to conditions and recommendations is usually set as 6 weeks from the date of the approval event