

NEW COURSE APPROVAL/PERIODIC REVIEWS AT PARTNER INSTITUTIONS COURSE TEAM'S RESPONSE

1. Following the validation/Periodic Review event, a summary of the draft commendations, conditions and recommendations will be issued to the Partner Institution, usually within one week of the event. This summary will also confirm the deadline for the course team to provide a response to the conditions and recommendations. This will be followed by a summary report detailing the context around the conditions and recommendations.
2. The course team is required to provide a formal response to the summary report, by the agreed deadlines, evidencing how specific conditions have been met and addressing any recommendations that were made. This response is submitted to the secretary to the validation/Periodic Review panel for approval by the Chair of the Panel and is reported to the Academic Quality and Standards Committee.
3. The formal response from the course team should include:
 - amended documents (using tracked changes to highlight any amendments)
 - a brief summary of how each condition has been met with reference to the amended documents
 - how each recommendation has been considered and any action that will be taken
 - any other appropriate evidence.
4. Any revisions and amendments to the documentation should be mapped and cross-referenced to the new documentation.
5. When the Chair of the Validation/Periodic Review Panel is satisfied that all conditions have been met and that all recommendations have been responded to appropriately, they complete a sign-off sheet to confirm the validation/Periodic Review decision which is issued to the Partner Institution.

Document review information

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