ONE DAY EVENT EXAMPLE AGENDA

UNIVERSITY OF ESSEX

COURSE VALIDATION

**[Name of School/Department]**

*(List of courses to be validated)*

INDICATIVE AGENDA

(Final agendas will be agreed for each event)

**[Date]**

**[Location of event/zoom link]**

|  |  |  |
| --- | --- | --- |
| 9.30 | Welcomeand introduction to the event with refreshments | |
| 9.45 | Closed Panel discussion: | Agenda setting for the departmental team (and student) meetings |
| 11.00 | Initial Meeting with the departmental team | |
| 12.15 | Closed Panel discussion: | Final agenda setting for the departmental team meeting |
| 13.15 | Lunch | |
| 14.00 | Meeting with students/apprentices | |
| 15.00 | Closed Panel discussion: Outcome of the validation  In reaching a decision to recommend that the courses should be offered by the University, the Panel should confirm that it has confidence:   * in the continuing validity and relevance of the stated aims and intended learning outcomes of the courses, in accordance with relevant internal and external reference points[[1]](#footnote-1) * that the award(s) conferred by the University are of an equivalent standard to comparable awards throughout the UK, and that UK threshold standards are being achieved * in the quality of the learning opportunities students are provided with * in the department’s procedures for quality assurance and enhancement and the maintenance of academic standards as they apply to the course(s) under review that all areas which should be explored during course validation were covered in discussion during the event or were sufficiently covered in the documentation. | |
| 15.45 | Feedback to the departmental team: Summary, conclusions and recommendations | |
| 16.30 | Close | |

*Provisional timetable and suggestion of meetings. Subject to change depending on the requirements of the course(s) undergoing validation (agenda to be confirmed with the Chair prior to each event).*

MULTIPLE STAGES EVENT EXAMPLE AGENDA

UNIVERSITY OF ESSEX

COURSE VALIDATION

**[Name of School/Department]**

*(List of courses to be validated)*

INDICATIVE AGENDA

(Final agendas will be agreed for each event)

**[Date]**

**[Location of event/zoom link]**

Stage One

|  |  |
| --- | --- |
| 9.15 | Arrival |
| 9.30 | Welcomeand introduction to the event |
|  | Closed Panel discussion: Agenda setting for the student meeting and departmental team meeting |
| 10.30 | Meeting with students/apprentices (taught programmes) |
| 11.30 | Break |
| 11.45 | Meeting with students (postgraduate research) |
| 12.45 | Lunch |
| 13.15 | Closed Panel discussion: Agree themes and questions for the departmental team meeting |
| 14.15 | Close |

*Provisional timetable and suggestion of meetings. Subject to change depending on the requirements of the course(s) undergoing validation (agenda to be confirmed with the Chair prior to each event).*

AGENDA

**[Date]**

**[Location of event/zoom link]**

**Stage Two**

*(approximately 6 weeks after Stage 1)*

|  |  |
| --- | --- |
| 9.00 | Arrival |
| 9.10 | Follow-up from Initial Stage One meetings |
| 9.30 | Panel meeting with department  (*this meeting can be divided into UG/PG course team depending on the provision under validation; duration will be adjusted if needed*) |
| 11.30 | Break |
| 11.45 | Panel meeting with any other groups, as appropriate, e.g. PSRB, employer |
| 12.45 | Lunch |
| 13.15 | Closed Panel discussion: Outcome of the course validation  In reaching a decision to recommend that the courses should be offered by the University, the Panel should confirm that it has confidence:   * in the continuing validity and relevance of the stated aims and intended learning outcomes of the courses, in accordance with relevant internal and external reference points[[2]](#footnote-2) * that the award(s) conferred by the University are of an equivalent standard to comparable awards throughout the UK, and that UK threshold standards are being achieved * in the quality of the learning opportunities students are provided with * in the department’s procedures for quality assurance and enhancement and the maintenance of academic standards as they apply to the course(s) under review that all areas which should be explored during course validation were covered in discussion during the event or were sufficiently covered in the documentation. |
| 14.45 | Feedback to the departmental team: Summary, conclusions, and recommendations |
| 15.30 | Close |

*Provisional timetable and suggestion of meetings. Subject to change depending on the requirements of the course(s) undergoing validation (agenda to be confirmed with the Chair prior to each event).*

|  |  |
| --- | --- |
| **Document owner** | Quality and Academic Development |
| **Document author** | Quality and Academic Development |
| **Document last reviewed by** | Aminah Suhail, Quality and Academic Development Manager |
| **Date last reviewed** | August 2023 |
| **Review frequency** | Annually |

1. [Guidance](https://www.essex.ac.uk/-/media/documents/directories/academic-section/academic-standards-and-quality/guidance-on-internal-and-external-reference-points.docx) on internal and external reference points. [↑](#footnote-ref-1)
2. [Guidance](https://www.essex.ac.uk/-/media/documents/directories/academic-section/academic-standards-and-quality/guidance-on-internal-and-external-reference-points.docx) on internal and external reference points. [↑](#footnote-ref-2)