Guidance 3iii   Documentation for a validation or review event

Document	Responsibility
Agenda	Officer
Officer Paper	Officer
Overview document / Critical Review document	Programme Leader
Programme specification	Programme Leader
Module narratives	Programme Leader
Assessment schedule	Programme Leader
Programme Adjustment Form(s) (where relevant)	Programme Leader
Articulation Agreement documentation (where relevant)	Programme Leader
Resource statement for any overseas campus involved	Programme Leader
Weblink to QAA Subject Benchmark Statement, Framework for Higher Education Qualifications and if applicable, Masters and Doctoral Degree Characteristics, Apprenticeships Characteristics Statement and PSRB standards **(not required for franchised programmes)**	Officer
Weblink to Curriculum Design – Academic Policy Statement APS18 - **(Validated programmes only need to follow the principles and this policy does not need to be included for franchised programmes)**	Officer
Weblink or e-copy of **2031 Learning Framework** guidance documents (only required for in-house and joint programmes)	Officer
Weblink to **MDX Gradute Competencies** (only required for in-house undergraduate programme (optional for all other programmes)) https://www.intra.mdx.ac.uk/about-us/services/centre-for-academic-practice-enhancement/policy-bank (please paste in to browser if this link does not work – internal MU link only) Additional external link for students MDX Graduate Competencies	UniHub	Officer
Weblink to Roles and Responsibilities of panel members	Officer
Weblink to Equality, Diversity and Inclusion in the Curriculum	Officer
Weblink to Middlesex University Regulations	Officer
Additionally for a campus validation by Faculty Committee: Resource statement and online tour as appropriate (Please refer to paragraph 3.5 in LQEH Section 3 for other documentation requirements)	Programme Leader in liaison with campus contact
Additionally for a partner validation by Faculty Committee: Resource statement and online tour as appropriate	Programme Leader in liaison with Institution Link Tutor
Additionally for apprenticeship programmes: Mapping grid to the apprenticeship standard	Programme Leader
Full Undergraduate or Postgraduate Programme Handbook	Programme Leader
Weblink to Apprenticeship Standard and Assessment Plan	Officer
Weblink to Guide for Apprenticeship Validation Panels	Officer
Weblink to Middlesex University Apprenticeship Regulations	Officer
Additonally for a review:	
Critical review document to include Educational Monitoring & Enhancement data for the last three years, including overseas campus data where appropriate	Programme Leader
Additionally for collaborative events: Institutional Approval or Institutional Waiver Report (if this is the first validation for the partner)	Officer

Programme handbook(s) (to include Programme specification, Module Narratives, Programme Assessment Schedule)	Programme Leader
Fully updated or abbreviated CV for all key teaching staff in English (to be circulated to the Chair, University Representative and External Assessors only)	Programme Leader
Resources statements (as appropriate)	Programme Leader in liaison with Institution Link Tutor
The institution's regulations/academic misconduct procedures and confirmation of their approval by the Academic Registrar if these differ from the Middlesex Regulations (for validated programmes only)	Officer
Dual Award Documentation (as referenced in Section 2.4.4 of LQEH) (where relevant)	Officer
Additionally for collaborative review events: Educational Monitoring & Enhancement Report for the last three years including all appendices covering student feedback, external examiner reports and responses, data sheets, Boards of Study (BoS)/ Programme Voice Group (PVG) minutes and action/outcome tables, PSRB and/or QAA reports	Institution Link Tutor
Report from previous validation/review event (including completed compliance table)	Officer
Additionally for DE events: Online access to all the content for one module (or equivalent) as negotiated with CAPE	Programme Leader
A schedule for the development of the remaining materials	Programme Leader
Weblink to V&R Guidance for Distance Education (3iv); Guidance for the Design of Distance Education (3xxi); Appendix 3y Programme Team DE sign off	Officer
Additionally for programmes in another language: All validation documents to be provided in English language Programme Handbook in English and additional language(s) of delivery	Programme Leader