**Validation Administration Checklist for Servicing Officer**

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| **Action to be taken** | **Date** |
| **Before Validation**  |  |
| Obtain details of panel membership from Faculty Associate Professor Quality (or equivalent), most importantly panel chair and external advisor (list of potential panel members/Chairs available from the Department of Academic Quality - DAQ) |  |
| Confirm availability of panel chair and external advisor on date identified (Faculty Associate Professor Quality to confirm date)  |  |
| Once the date has been finalised, contact Quality Officer, DAQ to source a DAQ rep and student rep |  |
| Send email to external to confirm involvement and date of validation and to request confirmation of travel and accommodation requirements (if validation held in person) |  |
| Book travel and hotel accommodation for external advisor, if required  |  |
| Email confirmation of validation date and timings to internal panel members  |  |
| Send MS Teams invites / Make room booking and refreshments bookings if applicable  |  |
| Draw up a schedule for the validation, in conjunction with the Chair of the validation  |  |
| Prepare documentation approx. 4 weeks before validation  |  |
| Distribute documentation to panel for receipt at least 3 weeks before validation, along with confirmation of the programme for the day, panel membership and panel members’ comments form. Copy in the Associate Professor Quality (or equivalent) and the programme leader for their information.  |  |
| For external panel member an expenses claim form (and map, if on Campus) should also be sent |  |
| Collate panel members’ initial comments on documentation and circulate to programme team and panel asking for responses from the programme team. |  |
| Circulate any response from the programme team, and any additional documentation, to panel as soon as possible and no later than one week before validation |  |
| **At Validation**  |  |
| Make notes on all discussions, keeping a list of potential conditions, required actions and/or recommendations  |  |
| **After Validation – Production of Report**  |  |
| Prepare draft outcome report detailing outcomes of the validation, i.e. approve/not approve, conditions, required actions, recommendations, etc (within 48 working hours of validation) |  |
| Obtain panel chair approval of draft document  |  |
| As soon as the chair has approved the document, circulate to the programme team and anyone else implicated (including Quality Officer, DAQ, faculty quality team) |  |
| Prepare validation report (within one month of validation) |  |
| Circulate draft report to panel Chair (with a week for comments)  |  |
| Revise report as necessary and circulate draft report to remaining panel members, including external (with a week for comments)  |  |
| Revise report as necessary and circulate draft report to programme leader, to comment in terms of factual accuracy (with a week for comments)  |  |
| Revise report as necessary and circulate final, approved report (as per list identified in the [Guide to validation for servicing officers](https://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/programme-approval-management/programme-approval-validation-revalidation/guide-to-validation-for-servicing-officers.pdf))  |  |
| **After Validation – Monitoring Responses to Conditions**  |  |
| Co-ordinate the circulation of the programme team’s responses to conditions, required actions and recommendations to the panel Chair and other panel members, as appropriate |  |
| Keep in touch with the programme leader, panel Chair and Faculty Associate Professor Quality in this respect  |  |
| Keep copies of all responses and panel members’ comments in validation file |  |
| When all conditions have been approved by panel, write to panel members, programme team, and Quality Officer, DAQ, to confirm full approval granted for programme to commence |  |