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| **Validation of programmes where a PSRB is the awarding body – confirmation proforma for Head of Academic Office** |
| **Proposed programme(s):** |
| ***Either:*** I confirm that I have been given the opportunity to review the draft Programme Document for the above programme(s). The programme(s) is/are consistent with the requirements for which I am responsible and/or raises no significant issues that require resolution prior to validation.  **Additional comments (optional):** |
| ***Or:*** I am unable to support the proposed programme(s) at this stage for the reasons summarised below: |
| **Signed:** |
| **Name and position:** |
| **Date:** |
| **To be completed by the Institute – confirmation of how any issues raised above have been addressed in the final draft of the Programme Document (please give page references where applicable)** |
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***PTO***

***Notes on completion:***

*The Programme Team should forward the draft Programme Document and this proforma to the Head of Academic Office. The completed proforma must be included with the documentation submitted to the Institute Board and the Academic Office.*

*Those completing this proforma are asked to make one of the two declarations above, deleting the other declaration. In considering their comments, staff are reminded that the curriculum, assessment and quality assurance for the programme will be largely - in some cases wholly - determined by the awarding body. Where the proposal raises issues or questions, staff should endeavour to discuss these with the Programme Team prior to completing the proforma, and to reach a conclusion on whether the proposal can be supported in the light of the discussions. Where, following discussion, a staff member is unable to support the proposal, brief reasons should be given. Before submitting this form to the Academic Office with the final programme document for approval, the Programme Team should complete the final section of the form, indicating clearly how any issues raised have been addressed.*