**Dean of Institute’s confirmation of completion of the Validation process**

**Title of programme(s) / portfolio:**

**Institute:**

**Academic Discipline / cluster:**

**Constituent College / Collaborative Partner:**

**Are there any issues outstanding or anything that needs to be brought to the attention of the Academic Standards Committee? Brief comment by the Assistant Dean Quality (or nominee).**

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As Dean of the Institute, I can confirm that:

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| [ ]  | the programme has been subject to an appropriate validation process as outlined in the University’s *Academic Quality Handbook;* |
| [ ]  | applicants and students have been consulted in line with CMA guidance; |
| [ ]  | where appropriate, I have verified that a record of the above communications exists and that the Institute will be able to produce these on request; |
| [ ]  | the documentation has been proof read and adheres to the University’s requirements in terms of presentation and content and that all the required information has been included; |
| [ ]  | issues raised by externals have been given detailed and due consideration (PV15); |
| [ ]  | the proposed programme is appropriate in terms of the *UK Quality Code;* |
| [ ]  | HECoS codes for the modules have been assigned by the Assistant Dean Quality and verified by the relevant Pro Vice-Chancellor; |
| [ ]  | Yes | Where appropriate, a formal meeting has taken place, which considered identified risks.  If **No,** please clarify below how the identified risks were considered. |
| [ ]  | N/A |
| [ ]  | No |  |
| [ ]  | Yes | For **new** programmes of study, please confirm that the programme title(s) and award(s) correspond to those on the approved Appendix PV1 form. If not, please specify how and where the revised titles/awards were approved.  |
| [ ]  | No |
| [ ]  | Yes | For **revalidated** programmes of study, please confirm that the programme title(s) and award(s) correspond to the title/award of the existing programme of study or the titles/awards on the approved Appendix PV1a form, if revisions have already been sought. If not, please specify how and where the revised titles/awards were approved. |
| [ ]  | No |

**Signed**

*(Signature of Dean)*

**Name of Dean:**

**Institute:**

**Date:**