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| **Formal Validation – confirmation proforma for Academic Office\*, Head of Admissions, Head of Collaborative Partnerships (Operations) (for partner programmes only), Academic Director of Doctoral College (for Postgraduate Research programmes only) and Head of Apprenticeships (for programmes including apprenticeships only)**  ***\* PV2a Director of Academic Experience / PV2b Head of Academic Office*** | |
| **Proposed programme(s):** | |
| |  |  |  |  | | --- | --- | --- | --- | | **Comment from University officer** | **Page\*** | **Response from Institute/Programme Team** | **Page\*** | |  |  |  |  | |  |  |  |  | |  |  |  |  |   \* University officer to note page of draft relevant documents | |
| **Confirmation by University officer** | |
|  | 1. **I confirm that I have reviewed the Programme Documents (as denoted above) for the above programme(s) and have identified issues above that must be addressed in a revised document(s) to be returned to me for approval before proceeding to the next stage of the approval process.** |
| **Name and position:** | |
| **Date:** | |
|  | 1. **I confirm that I have reviewed the Programme Documents (as denoted above) for the above programme(s) and that the programme(s) is/are consistent with the requirements for which I am responsible and that any significant issues identified in the relevant document(s) have been satisfactorily addressed.** |
| **Signed:** | |
| **Name and position:** | |
| **Date:** | |

**GUIDANCE FOR COMPLETING FORM**

The University officer should identify any issues with the validation documents and enter comments in the table (a new row for each comment) and then return the form to the Institute, ticking option (1). The Programme Team should respond to the comments and amend the validation documents appropriately **using track changes**. The form and amended documentation should be returned to the University officer for confirmation that all issues raised have been satisfactorily addressed. The University officer should then sign the confirmation statement (option (2)) and return the form to the Institute. If on initial receipt of the validation documents, the University officer identifies no issues and has no comments to make, or identifies minor typographical errors only, then the confirmation statement in option (2) can be signed and the form returned to the Institute (with no requirement for a response).