VALIDATION FORUM  
Wednesday 10 February 2010

MINUTES

Present:

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<tr>
<th>First Name</th>
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<th>Institution</th>
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<tr>
<td>Louise</td>
<td>Ainley</td>
<td>Central School of Ballet (CSB)</td>
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<tr>
<td>Faye</td>
<td>Beesley</td>
<td>University of Kent – QA&amp;V (Secretary)</td>
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<tr>
<td>Karen</td>
<td>Browne</td>
<td>University of Kent – QA&amp;V</td>
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<tr>
<td>Catherine</td>
<td>Burrows</td>
<td>Durrell Wildlife Conservation Trust</td>
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<tr>
<td>Arija</td>
<td>Crux</td>
<td>Canterbury Christ Church University</td>
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<tr>
<td>Malcolm</td>
<td>Dixon</td>
<td>University of Kent - QA&amp;V (Chair)</td>
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<td>Rachel</td>
<td>Evans</td>
<td>University of Kent - QA&amp;V</td>
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<td>Lance</td>
<td>Finn</td>
<td>NESCOT</td>
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<td>Mark</td>
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<td>Richard</td>
<td>Griffiths</td>
<td>University of Kent – School of Anthropology</td>
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<td>Melina</td>
<td>Healy</td>
<td>NESCOT</td>
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<td>Harry</td>
<td>Kelly</td>
<td>GlaxoSmithKline (GSK)</td>
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<td>Keith</td>
<td>Lampard</td>
<td>University of Kent - Faculty Officer – Humanities</td>
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<td>Linda</td>
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<td>University of Kent - Faculty Officer – Social Sciences</td>
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<td>Joanna</td>
<td>McPherson</td>
<td>The Circus Space</td>
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<td>Louise</td>
<td>Naylor</td>
<td>University of Kent - Unit for the Enhancement of Learning and Teaching (UELT)</td>
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<td>Dermot</td>
<td>O’Brien</td>
<td>University of Kent – School of Arts</td>
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<td>Tim</td>
<td>Roberts</td>
<td>The Circus Space</td>
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<td>Lynn</td>
<td>Shaw</td>
<td>ifs School of Finance</td>
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<td>Melanie</td>
<td>Siggs</td>
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<td>Denise</td>
<td>Twomey</td>
<td>University of Kent – School of Arts</td>
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Apologies:

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<td>Paul</td>
<td>Allain</td>
<td>University of Kent – School of Arts</td>
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<tr>
<td>Amanda</td>
<td>Britton</td>
<td>Rambert School of Ballet and Contemporary Dance</td>
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<td>Olly</td>
<td>Double</td>
<td>University of Kent – School of Arts</td>
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<td>Sarah</td>
<td>Hawkins</td>
<td>University of the Creative Arts</td>
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<td>Pauline</td>
<td>Hegarty</td>
<td>GlaxoSmithKline (GSK)</td>
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<tr>
<td>Alex</td>
<td>Hughes</td>
<td>University of Kent – Pro Vice Chancellor</td>
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<td>Gurmit</td>
<td>Hukam</td>
<td>Northern School of Contemporary Dance</td>
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1 Welcome and Apologies for Absence

Malcolm Dixon thanked everyone for coming and outlined the agenda.

2 Minutes of the meeting of the Validation Forum held on 9 April 2008

Agreed.

2.1 Matters arising

- Under minute 3.8 it was noted that there will be 100% compliance this year for anonymity at the Boards of Examiners in the summer. Anonymity should be introduced at the point where consideration of the final marks are agreed. If any Institution is concerned or needs help with anonymity they should contact Rachel Evans.

- Under minute 3.10 MD reported that the Validation Office have an obligation and sole authority for providing transcripts but do not hold module marks on the student database system.

  The UoK student database system is not designed to cope with some of the different marking schemes which the Validated Institutions use. UoK are trying to find a long term solution to achieving this.

- Under minute 3.11 it was noted that Kent are not able to include details on the validated programmes in the prospectus as the programmes are not listed in the Content Management System. This means changes to programmes at validated institutions would not automatically update in the prospectus as mainstream programmes do.

  ACTION – RE to discuss with C&DO the possibility of listing the Validated Institutions in the prospectus

3 Developments and updates from partner institutions since the last Forum

MD gave a brief update on some of the partners: ifs have secured taught degree awarding powers. Universidad Antonio de Nebrija have approved their own Drama degree are in the process of winding down their programme validated by UoK and the last students will graduate in 2011.
MD welcomed Harry from GSK who is the Programme Manager for the Postgraduate Certificate in Professional Development (Research Chemistry), previously validated by the NVC. The NVC consortium has taken the decision that the remaining validated programmes will be transferred to the one remaining validating institution; consequently GSK will now be validated solely by UoK.

Canterbury Christ Church University have now been awarded Research Degree Awarding Powers.

UCA are now validated by Brighton University and there are only 4 students left to complete with UoK.

3.2 Updates from Partner Institutions

Nescot

Nescot has approximately 400 students half of which are part time, work based learning student. Nescot offer Foundation Degrees and HNDs which are professionally accredited. Sports Therapy has been running for 4 years and the staff are currently working with Kent changing the modules to run in line with Kent’s programme. Nescot will be having their first Quality Enhancement Review this summer.

GlaxoSmithKline (GSK)

GSK run the Postgraduate Certificate in Professional Development (Research Chemistry) for chemists who have joined the organisation at graduate level. GSK found that their postgraduates had a competitive edge compared to their graduate employees and the graduate careers were plateauing. GSK ran the in house training scheme and found the feedback from academics and employers was excellent. UVAC invited GSK to provide the work based learning qualification for graduate employees. The programme takes 3 years and is worth 60 credits. The structure of the programme emphasises on Chemistry along with IT, Analysis & Purification and PDP. After the validation process, 5 students graduated from the programme last year. 1 student has deferred graduation until this year and GSK expect another 11 students also expect to graduate this year. GSK consider that the programme is running well and are delighted to continue working with UoK.

The Circus Space

The Circus Space runs a Foundation degree and a BA degree, which is the UK’s only BA in Circus Arts programme. Circus Space has been reviewing modules for re-validation next year. Circus Space will be offering their new postgraduate certificate from September.

Central School of Ballet

CSB are in their sixth year of validation under UoK. CSB run a Foundation Degree and BA top up degree. CSB are in the early stages of approving a postgraduate programme in Choreography.
The Final Year students are rehearsing for Ballet Central which starts touring on 10 March in 25 theatres through the UK. The students are coming to the Gulbenkian on 1 April 2010 to perform. CSB undertake community projects in schools providing teaching workshops.

**Canterbury Christ Church University (CCCU)**

The UoK has had a good relationship with CCCU validating Research degrees since 1982.

CCCU postgraduate research was reviewed by UoK last year and found the recommendations from the review helpful and are working to take them on board.

In August CCCU were awarded Research Degree Awarding Powers and are now working with two sets of parallel regulations one set for students continuing towards a UoK award and one set for CCCU students. CCCU expect approximately 30 full time and 37 part time students to opt to complete with a UoK award. UoK are in the process of drafting the exit agreement.

**Durrell Wildlife Conservation Trust (DWCT)**

DWCT are based in Jersey along with the Zoo which was established 25 years ago. DWCT run 40 projects in countries worldwide. DWCT deliver the Graduate Certificate in Endangered Species which runs for 12 weeks. The programme normally takes 12 student scholarships each year and usually registers students from developing countries. The course teaches students a range of skills including science, management, fund raising and facilitation skills.

**ifs**

_ifs_ deliver HE programmes leading to financial qualifications in mortgage advice and financial advice. _ifs_ run degree programmes validated by University of Manchester and University of Surrey. _ifs_ gained taught degree awarding powers on 2 January and are now able to process validating degree programmes as their own. _ifs_ will still run their foundation degree validated by Kent.

It is _ifs’_ fourth year running their foundation degree in Financial Markets and Management validated by UoK. The work based learning foundation degree is now also joint with Mauritius and Malta, and _ifs_ now have 20 students registered in Malta.

**4. QAA Collaborative Provision Audit (CPA)**

Dr Louise Naylor gave a presentation on CPA, to request a copy of the presentation please contact QA&V.

Dr Louise Naylor informed the forum that there would be some key dates coming up for CPA and explained the significance of the dates.

March 2010 – Preliminary Meeting with QAA Assistant Director

5 July 2010 – Institutional Briefing Document submitted to QAA
5-7 October 2010 – Audit Briefing Visit

8-12 November 2010 – Audit Visit Week

Dr Louise Naylor asked the Validated Institutions to pencil into their diaries and keep free 3 days in October (post the Audit Briefing Visit) when their Senior Quality Management staff, Teaching and Support Staff, academics and Students would all be available in case the Audit Team wish to visit their Institution. If the QAA ask to meet with staff from overseas Institutions this will be done by video conference.

The Validated Institutions were also asked to flag up examples of good practice and bring to QA&V’s attention any innovative ideas or student feedback.

The Validated Institutions will get to see the draft Institutional Briefing Documents for comment and identify areas of good practice before it is submitted to QAA.

**ACTION – Validated Institutions to respond to Kent on these points**

5. **Staff Development**

Fran Beaton from the Academic Practice Team (part of UELT) gave a presentation on staff development opportunities available to staff at Validated Institutions. Fran explained that there are three different services that the Academic Practice Team organises;

- Accredited Programmes i.e. the Post Graduate Certificate in Higher Education (PGCHE)
- Programmes tailored for specific audiences e.g. bespoke training for **ifs** School of Finance in preparation for TDAP
- Academic Practice Forums (open to all HE staff)

The next available start date for the PGCHE is September 2010 and it is free for staff teaching UoK programmes. Modules run for five weeks on a Friday morning.

Bespoke training sessions can be organised for validated institutions. For more information please email F.M.Beaton@kent.ac.uk

6. **Validated Partner Certification and Transcript Production**

6.1 **New proposal for Congregations online web form**

Currently the UoK students register for congregation online, but the Validated students get sent out a card which they have to fill in and return which is time consuming. There has been a low congregations turn out for Validated students for several years. The figures show approximately 20% of validated students turn out compared with a 95% turn out for UoK students.

This year the Congregations Office would like to use the online form for validated students and will therefore be contacting the Institutions earlier with a list of who they
think will be graduating and if any students do not complete their award they will be deferred to another ceremony.

The Congregations Office will first email a list of students to the Institutions with the UoK student number, link to online registration form and online payment form and include any other relevant documentation. The Congregations Office emphasised how important it is to have an up to date address for each student so that the tickets can be sent to the student direct, and how important it is to have an email address for each student so that they can be contacted quickly.

The Congregations office confirmed that any degree certificates left over from the ceremonies would be forwarded to the relevant Institution.

6.2 Transcripts

The QAA quotes:-

“An awarding institution should ensure that:

It has sole authority for awarding certificates and transcripts relating to the programmes of study delivered through collaborative arrangements.”

The UoK can delegated authority to the Institution for transcripts, but must have oversight.

The UoK QA&V office only holds basic student records with a final exam result. For QA&V to be able to create transcripts more information is required – module codes, module titles and module marks. To set up each module the following information is required – module code, module title, credit amount, level.

ifs currently export student marks from their database to UoK automatically on the first of every month.

It takes a lot of work from both UoK and the Institution to set up the student, module and assessment package information.

The Associate Colleges currently access a web version of UoK’s student data system to attach students to modules and then enter module marks.

It would be possible for the Validated Institutions to go online and enter module marks once the modules have been set up on the student data system, staff at each Institution would just need a UoK login to access it. This would help to manage the records as it would also provide access for each Institution to be able to look up each record and check students’ personal details held.

It was agreed that the long term solution to facilitate transcripts would be for Validated Institutions to enter marks onto UoK’s student data system via the web.

7. To consider the following issues for discussion and ongoing approval
7.1 The Validated Institutions were reminded the importance of timely and accurate information required for our student records including student legal names, date of birth, address.

7.2 The Validated Institutions were asked at what time of year they normally start putting together their handbooks and publicity material ready for publishing. RE reminded the Validated Institutions that before any handbooks and publicity material go to print they should be sent to the QA&V office for checking. It may be appropriate to submit changes or amendments to the previous version of the material.

ACTION – Validated Institutions

7.3 The Validated Institutions were reminded that they provide links to the UoK website (www.kent.ac.uk)

7.4 Code of Practice Updates

The Code of Practice is constantly being enhanced. The changes are highlighted in QA News which is emailed to departments. Some Validated Institutions already receive QA News by email, but those that do not and would like to should contact qa@kent.ac.uk to request it.

The UoK has set up a Graduate School Board which reports on Postgraduate taught programmes and Postgraduate research programmes. Postgraduate taught and research matters are considered at the School Graduate Studies Committees, then the Faculty Graduate School Board which devolves QA matters, then to PASC, then to the Graduate School Board.

There have been some minor changes to the Taught and Research PPRs where one used to be held to look at taught programmes and another held to look at research programmes. PPR now looks at both taught and research programmes in one review. Also each PPR panel will now include a student member.

An outcome of the Internal Audit was that UoK are obligated to ensure that they liaise directly with students with regards to appeals and complaints procedures. When the auditors visit their chosen Institutions for CPA they will have access to staff and students to check the interaction between the awarding body and students at the Validated Institution.

Rachel Evans informed the forum that QA&V have set up a web page for students which includes appeals http://www.kent.ac.uk/uelt/quality/collaboration/validation/students/index.html.

7.5 External Examiner Reports

The UoK implemented a new online system to submit External Examiner Reports last year. UoK are in the process of a series of amendments for the coming year. It is envisaged that next year the External Examiner Reports will be visible to staff at the Validated Institutions, and are hoping to get the Institutions signed up to receive an email confirming that the report has been submitted.

7.6 Validated Institutions Handbook
Rachel Evans has been working on creating a Handbook for the Validated Institutions which can be used as induction training and a guide for new staff. It is hoped that the online version will be available in May.

**Validation Agreements**

QA&V have been reviewing the format of the agreements and revamped them. It is planned to implement the new agreements and get them signed to coincide with PPR.

8. **Any Other Business**

RG and CB expressed concern regarding the removal of access to Kent journals for students on the DESMAN programme and staff at DWCT. Following further discussion it was agreed that this was not a problem for other validated institutions.

**ACTION – RE to discuss with Central Secretariat membership rights for staff and students at DWCT**