# ***Transforming Programmes***

# ***Guidance for the Role of the Secretary on Validation Panels***

## ***The Role of the Secretary:***

As a Secretary you will be expected to:

Before the panel:

* Schedule a date for the panel liaising with University of Hull staff;
* Secure panel members, ensuring that the make-up of the panel meets the requirements set out in the University Code of Practice New Programmes
* If the paperwork is for a major modification, ensure a major modification form together with a rationale has been submitted;
* Ensure all completed paperwork has been submitted to the panel members in advance of the panel (check the programme specification and all module specifications have been submitted together with any supporting documentation);
* Provide information to panel members on the nature of the approval and what they are required to review (e.g. a new programme, a curriculum-enhanced programme, a major modification). Please note that if programmes contain already approved modules running on other programmes then it may not be possible for panel members to recommend any changes to these. This should be checked with the Programme Director and panel members advised accordingly pre-panel.
* Ensure that paperwork has been sent to the appointed external advisor, or examiner if appropriate. (A current external examiner may be appointed for curriculum enhancement, revalidation, major modifications or where there is limitation of externality in the subject specialism.)
* Prepare an agenda for the panel and circulate to panel members and the programme team.

During the panel meeting:

* Take notes of panel meeting ensuring all development consent outcomes or conditions, recommendations and commendations have been captured.

After the panel:

* Record the panel decision on a formal template and send to the Chair for approval;
* Circulate the panel decision to the programme team once approved by the Chair;
* Follow up on the return of any revised paperwork post panel meeting;
* Ensure any updated documentation is submitted to the Chair to recommend approval to EPC;
* Following panel chair recommendation to approve, request EPC chair’s action sign off;