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CONTINGENCY GUIDELINES: VALIDATION/REVIEW EVENTS AT RISK AT SHORT NOTICE

Contingency Guidelines: Validation/Review Events at Risk at Short Notice

Introduction/Purpose

A validation or review event may be put at risk at short notice due to an unforeseen circumstance (e.g. severe weather conditions or illness) preventing the attendance of one or more of the panel and/or Programme Team.

Postponing an event should be the last resort because not only would some events be very difficult to re-organise but for some, postponement could adversely impact on planned recruitment.

These guidelines articulate how an event may proceed when normal arrangements are disrupted by unforeseen and exceptional circumstances.

Scenarios and Actions

1. Absence of Appointed Chair

In the first instance, when the appointed Chair is unexpectedly unavailable, either the Director of Learning Enhancement or the Pro-Vice-Chancellor (Student Engagement) should be contacted for availability to chair at short notice. Failing that, another experienced chair or one of the Internal Panellists could be invited to take on the role of Chair, provided they were suitably experienced (a debutant Internal Panellist should not be invited to become interim Chair). In the latter case, the outcome of the event would be provisional pending consultation with the Appointed Chair as soon as possible after the event.

2. Absence of Panellists

Provided the written comments of the absent panellists have been received, it would be for the Chair and those panel members present to elicit responses to those comments from the Programme Team. The outcome of the event would be provisional pending confirmation by the absent panellists as soon as possible after the event (via a quickly produced summary report) that their written observations had been addressed. If necessary, further, limited dialogue could be undertaken via e-mail at the discretion of the Chair.

In the absence of an external panellist from whom no written comments have been received, the event may proceed but its scope will be limited to internal scrutiny by the University panellists. Approval of the submission will be withheld until external scrutiny has been re-arranged and issues identified by the external panellist addressed by the Programme Team to the satisfaction of the Chair.

3. Absence of Programme Director

Another member of the Programme Team may deputise, at the discretion of the Head of Department or the Deputy/Associate Dean.

4. Absence of Recorder

Another colleague from the Quality Enhancement Directorate (QED) would deputise in the unavoidable absence of the recorder.

There will be circumstances where short-notice postponement would be unavoidable. These include the absence of School Management Planning Team (SMPT) representation, inadequate Programme Team representation and the absence of written comments from the majority of the Panellists.

Communication

In the run-up to the event, QED should be the focus of communication between the Chair, Panel and Programme Team about developments which may affect the programme for the day or variations to the normal procedure.

If the postponement can be reasonably foreseen, then a decision to postpone will be made by the Quality Operations Manager, following consultation with the Director of Learning Enhancement, no later than 48 hours prior to the event and all parties will be notified immediately.

If difficulties arise on the day, it will be the responsibility of the Quality Operations Manager and the QED colleague administering the event to take the actions listed in the scenarios outlined above. Therefore, in the run-up to each event, it would be prudent for contact details of key people (e.g. Chair, Panellists, Director of Learning Enhancement, School Dean, Deputy/Associate Dean, Head of Department and Programme Director) to be to hand on the day.

Postponement on the day of the event will be at the discretion of the Appointed Chair or in their absence, the Quality Operations Manager or deputy, normally following consultation with the Director of Learning Enhancement.

Collaborative Provision

When an event is being held at a Collaborating Institution, it will be the responsibility of the event administrator to liaise with the partner in the run-up to the event about possible postponement and to seek advice urgently from the Quality Operations Manager and the Head of Partnerships.

Event Report

The subsequent event report will refer to any actions taken under these guidelines.