

Course validation event: indicative agenda

University of Suffolk

Validation of

[Course Award/Title(s)]

[at xxxx College – for Learning Network partner colleges only]

[Date]

[Venue]

Contact on the day: [name and phone number]

AGENDA

- 9.15 Arrival and coffee/tea
- 9.30 Private meeting of the validation panel: introduction and initial discussion
- 10.30 Tour of subject-related facilities or the Virtual Learning Environment (VLE), as appropriate
- 11.15 Meeting with students (with coffee/tea)
- 12.00 Private meeting of the validation panel (with working lunch)
- 12.45 Meeting with course team
- 14:15 Private meeting of the validation panel: conclusions and recommendations
- 15.15 Feedback to course team
- 15.30 Close