VALIDATION AND PERIODIC REVIEW AT PARTNER INSTITUTIONS
COURSE TEAM’S RESPONSE

1. Following the Validation or Periodic Review event a summary of the commendations, conditions, recommendations and developments in progress will be issued to the Partner Institution, usually within one week of the event. This summary will also confirm the deadline for the course team to provide a response to the conditions and recommendations. This will be followed by a full report outlining the areas discussed by the Panel and the outcomes.

2. The course team is required to provide a formal response to the Validation or Periodic Review report, by the agreed deadlines, evidencing how specific conditions have been met and addressing any recommendations and/or developments in progress that were made. This response is submitted to the Partnerships Team at the University of Essex for approval by the Chair of the Panel and submission to the Partnerships Education Committee which monitors the response and reports to the Academic Quality and Standards Committee when the conditions have been met and the recommendations have been addressed.

3. The formal response from the course team should include:
   - amended documents (using tracked changes to highlight any amendments);
   - a brief summary of how each condition has been met with reference to the amended documents;
   - how each recommendation and/or development in progress has been considered and any action that will be taken;
   - any other appropriate evidence.

4. Any revisions and amendments to the documentation should be mapped and cross-referenced to the new documentation.

5. When the Chair of the Validation or Periodic Review Panel is satisfied that all conditions have been met and that all recommendations and/or developments in progress have been responded to appropriately, he/she completes a sign-off sheet to confirm the Validation or Periodic Review decision which is issued to the Partner Institution.

Please refer to the Validation or Periodic Review Guidance notes for Panel Members and Course Teams for further information regarding conditions, recommendations and developments in progress.