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**Application to the Validation and Review Oversight Panel to Extend the Approval Period of a Validated Programme**

***Please note extensions will normally be granted for up to a maximum of one year.***

***Extension requests must be approved by VROP no later than the end of the semester immediately preceding the scheduled periodic programme review. In the event that the requested extension is not approved by VROP by the end of the semester immediately preceding the scheduled periodic programme review, the programme’s approval period will normally not be extended, and the activity will normally be required to proceed as planned.***

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| **Programme(s) encompassed within this application and proposed period(s) of extension***Please note where a programme(s) contains multiple modes of delivery, in order for an approved extension(s) to apply to all applicable iterations of a programme(s), they must be identified within this application.* |
| **Award (e.g. BSc; MSc etc)** | **Title** | **SIS Code** | **Academic Year Last/Initial Validation[[1]](#footnote-2)** | **Academic Year Approval Expires[[2]](#footnote-3)**  | **Proposed Date of Extension[[3]](#footnote-4)** |
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*(Please add rows as necessary)*

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| **Have any programmes encompassed within this application already received an extension to their approval period?** |
| **Yes** | **No** |
|[ ] [ ]
| **If ‘Yes’, please confirm the previous date of approval by the Validation and Review Oversight Panel.[[4]](#footnote-5)**  |
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| **Are any collaborative programmes encompassed within this application?** |
| **Yes** | **No** |
|[ ] [ ]
| **If ‘Yes’, please confirm the name of the applicable partner(s)**  |
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| **Rationale for seeking to extend the approval period.** |
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| **Please comment on the continued appropriateness of the quality and standards of the programme(s) encompassed within this application.** |
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| **Please confirm the sources of evidence that have been utilised to inform judgements on the continued appropriateness of the quality and standards of the programme(s).** |
| **External Examiner Reports** |[ ]
| **Continuous Monitoring and Enhancement** |[ ]
| **Professional, Statutory or Regulatory Body (PSRB) Engagement** |[ ]
| **Internal / External Student Surveys / Student Feedback** |[ ]
| **Employer Feedback** |[ ]
| **Other (***Please specify):* |[ ]
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| **If any issues have been identified through any of the processes listed above, please indicate briefly how these have been addressed.** |
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| **If approved, will the proposed extension impact upon PSRB accreditation of the identified programme(s)?** |
| **Yes** | **No** |
|[ ] [ ]
| **If ‘Yes’, please confirm the identified implications and the plans to engage with the applicable PSRB(s) to address these implications.** |
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| **Collaborative Partner Sign-off** **(*I confirm that I have been fully involved in the discussion and support this application to extend the approval period of the programme(s) listed above*):** |
| **Name:** |  |
| **Position / Role at Collaborative Partner:** |  |
| **Date:**  |  |

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| **Director of School Sign-off****(*I confirm that I have been fully involved in the discussion and support this application. An extension of the approval period will not have a negative impact on quality and standards, or the experience of students on the programme(s) listed above):***  |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

*Once signed-off by the Director of School, completed forms should be forwarded to* [*Academic Registry*](https://www.ljmu.ac.uk/academic-registry/staff/quality-and-standards/meet-the-team)*.*

**Academic Registry should complete this section prior to submission to the Validation and Review Oversight Panel.**

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|  | **Yes** | **No** |
| **Since Validation / the most recent Periodic Programme Review has the External Examiner(s) raised issues with regard to quality and standards within their annual report(s)?** *If ‘Yes’ the applicable report(s) and response(s) should be appended to this application prior to submission to the Validation and Review Oversight.* |[ ] [ ]
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| **Has the Continuous Monitoring and Enhancement process been completed for the programme(s).** |  [ ]  | [ ]  |
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| **Date approved by the Validation and Review Oversight Panel** |
| *[to be completed by the Secretary of VROP]* |

1. Dates are available within [WebHub](https://aphub.ljmu.ac.uk/Staff/WH2/General/Prog_Review/adm_main.asp?rt=prg) [↑](#footnote-ref-2)
2. Current expiry dates are available within [WebHub](https://aphub.ljmu.ac.uk/Staff/WH2/General/Prog_Review/adm_main.asp?rt=prg). [↑](#footnote-ref-3)
3. The proposed date of extension should be expressed as an Academic Year. [↑](#footnote-ref-4)
4. The date is available within [WebHub](https://aphub.ljmu.ac.uk/Staff/WH2/General/Prog_Review/adm_main.asp?rt=prg) [↑](#footnote-ref-5)