

CHECKING OF PARM DOCUMENTATION PRIOR TO SUBMISSION TO THE PARM PANEL

“DAFFING”

Daffing is a brief but important risk assessment check designed to flag serious issues of omission or inaccuracy. It is also used to determine the need for CASQE representation at the event. Daffing should not duplicate or seek to undertake the role of the Panel.

Daffing should take no longer than 2-3 hours.

Programme documentation for consideration by a Panel must be requested in faculties sufficiently in advanced of the provisional date of the event to permit the Faculty Registrar and a CASQE Officer to reach a judgement as to whether the documentation complies with MMU requirements and regulations and to require, where appropriate amendments to the documents. A Document Approval Form (DAF1) must be used to record and convey the Faculty/CASQE officers' comments.

The purpose of daffing is to ensure the focus of the event is on academic issues rather than matters of regulation or other technicalities through scrutiny of the documentation to verify inter alia:

- Adherence to documentation template and completeness of documentation provided
- Compliance with the University Regulations for Undergraduate or Taught Postgraduate Programmes of study, or rationale and audit trail for approved variations/exemptions
- Engagement with QAA's Academic Infrastructure ie ensure the programme specification is aligned with the Framework for HE Qualifications, Subject Benchmark statements, QAA Code of Practice etc
- Consistency with proposals identified in the approved SAF
- Consistency with faculty plans, the University's equality policies and institutional codes of practice.

The Faculty should check that any changes or additions **required** as a result of the officers' scrutiny are made satisfactorily PRIOR to the distribution of documentation to the Panel. Documentation for events must be circulated to Panel members after this and with the express consent of the Dean or nominee.

Specific guidance on issues to check within each section of documentation submitted is included in the DAF1.