

## Policy Coversheet

<b>Name of Policy:</b>	Selection criteria for External Advisors used to advise on Course Approval proposals
<b>Purpose of Policy:</b>	To define the criteria for the appointment of appropriately qualified External Advisors used to advise on Course Approval proposals.
<b>Intended audience(s):</b>	Staff/External Parties
<b>Approval for this policy given by:</b>	Quality Committee
<b>Last Review Date:</b>	15/08/2018
<b>Review Due Date:</b> (3 years from last review)	02/08/2020
<b>Individual responsible for review:</b>	Director of Quality Enhancement and Standards
<b>Authorising department:</b>	Academic Development Unit

1. This selection criteria applies to the nomination and employment of those academic and professional External Advisors who provide written comments on new course approval proposals prior to the submission of the proposals to the University Course Approval Panels.
2. All academic and professional Advisors employed for this purpose by the University must have the right to work in the UK.

### Experience and Expertise

3. Academic External Advisors should normally:
  - Be in current or recent (within the last three years) academic employment, with experience of leading or contributing to a similar course in the subject area concerned and therefore knowledge of the Framework for Higher Education Qualifications and appropriate subject benchmark statements.
  - Hold an academic qualification to at least the level of that under consideration.
  - Be experienced in the design of curricula/training courses of at least the level of the course(s) under consideration.
4. Professional/Employment Advisors should normally have current relevant experience in a sector directly relevant to the course(s) under consideration. The individual must have a detailed understanding of the skills and knowledge required by employers.

### Conflicts of Interest

5. It is not normally appropriate to appoint existing External Examiners as advisors, unless the development is a change to an existing course to which the examiner is appointed as award examiner or the introduction of a course closely linked to the provision to which the examiner is appointed in which case this should be explained on the nomination form.
6. External Advisors should not have had close involvement with the University during the last five years, for example as a member of staff; a member of the Board of Governors; or a student, and have no personal connection with, or be a close working colleague of, any member of the presenting team.
7. An individual may be appointed as an External Advisor for a maximum of two submissions in a 12-month period.