



Policy Coversheet

Name of Policy:	Selection criteria for External panel members for Course Approval Panels (CAPs)
Purpose of Policy:	To define the criteria for the appointment of appropriately qualified external panel members to Course Approval Panels.
Intended audience(s):	Staff/External Parties
Approval for this policy given by:	Quality Committee
Last Review Date:	03/08/2017
Review Due Date: (3 years from last review)	02/08/2020
Individual responsible for review:	Director of Quality Enhancement and Standards
Authorising department:	Academic Development Unit

Selection criteria for External panel members for Course Approval Panels (CAPs)



Academic External Panel Members

1. External Academic Course Approval Panel (CAP) members must be eligible to work in the UK.
2. External Academic CAP members should normally:
 - Be in current or recent (within the last three years) academic employment, with significant experience of developing learning, teaching and assessment activity and leading course/curriculum design for courses or training of at least the level of the course(s) under consideration
 - Have extensive knowledge of the QAA Code for UK Higher Education and the Framework for Higher Education Qualifications
 - Hold an academic qualification to at least the level of that under consideration
 - Have significant previous course approval/review experience (for example as an approval/review panel member or Chair)
 - For the approval of collaborative provision, have experience of managing collaborative courses with partners
 - For the approval of apprenticeships, have experience of higher and degree apprenticeships and the operation of standards

Conflicts of Interest

3. In order to ensure impartiality, CAP external members 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; a student; or an external examiner. They must also have no personal connection with, or be a close working colleague of, any member of the presenting team.
4. Current or former (within the last five years) employees of University partners should not be appointed as external panel members.
5. CAP external members should have had no prior involvement in the design or delivery of the course(s) under consideration.
6. An individual may be appointed as a CAP external member for up to three years.

Quality Enhancement Service
August 2017