Criteria for the appointment of an External Advisor

The University values the contribution made by external peers to its approval of academic programmes.

The School/ Centre/ Division that owns the proposal nominates an External Advisor for consideration during the Design Sprint Methodology meeting. The nomination form and curriculum vitae should be submitted to the QTU Officer who convenes the Planning Meeting.

A list of Approved External Advisors is available on request from the QTU Officer for consultation, and nominees can either be selected from the list or identified through advertising.

The University seeks to appoint External Advisors who are able to offer an informed, critical and constructive scrutiny of proposed programmes whilst serving as external Panel members. External Advisors will most often be drawn from UK higher education providers and may sometimes be UK based independent consultants or practitioners from industry, commerce or the professions. Where multiple External Advisors are appointed, at least one of them should be an experienced academic from UKhigher education.

External Advisors should meet the following criteria:
1. Academic and/or professional qualifications matched to the programme(s) under consideration, in respect of both the subject and level of those qualifications. The level of highest qualification attained by an External Advisor should normally be higher than the level of the programme under consideration.

2. Sufficient standing, expertise and experience to judge arrangements for setting andmaintaining standards and the quality of education. This may be indicated by:

- present (or last, if retired) and previous post(s)
- range and depth of experience across UK Higher Education and/or the professions and/or relevant employment
- current and recent active involvement in research and/or scholarly and/or professional activities in the relevant field of study.

3. In the case of collaborative provision, the External Advisor shall have relevant experience of the approval of collaborative provision in the relevant national setting. For proposals that involve a partner outside the UK, the External Advisor shall have experience of international collaborative provision.

4. A proposed External Advisor will ideally have recent and relevant experience of theEA role, or comparable related external experience. If a proposed External Advisor does not have experience of external involvement in either of these capacities, then the nomination should be supported by involvement in programme approval, review, accreditation, recognition orsimilar activities within the employing HE provider; and other relevant and recent experience likely to support the proposed role.

In making the nomination and in agreeing to be nominated, the relevant School/Centre/Division and the nominee will confirm that, to the best of their knowledge, the following conditions apply:

A proposed External Advisor should not normally be directly or indirectly (e.g. through a third party) be affiliated with the University in any way, nor have been so within the previous five years.
A proposed External Advisor should not be or be likely to be:

- personally associated with the sponsorship of current or future students on the programme(s) under scrutiny;
- involved in the assessment of students following the programme(s) under scrutiny;
- in a position to influence significantly the employment of existing or potential students following the programme(s) under scrutiny;
- involved with work placements or training of students following the programme(s) under scrutiny
- an external examiner in the School/Centre/Division from which the proposal under consideration originated.