

Appendix 10a: The role of External Advisor and/or PSRB representative(s)

An External Advisor/PSRB representative will be a subject specialist nominated by the Programme Proposer and approved at the Planning Meeting (Appendix 9) in line with University criteria (Appendix 10). The External Advisor may be drawn from an approved pool of subject specialists or be a new nominee. The role of External Advisor/PSRB representative is as follows:

1. From the perspective of her/his subject specialist knowledge, industrial role and/or professional expertise to understand the broad nature of the proposal and to advise the Proposer and University on the suitability of the proposal.
2. To access the programme documents in the Proposal Development Record, using the login details provided by the SEO Secretary. The following documents can be accessed for consideration:
 - Programme Specification incorporating
 - the learning outcomes map
 - the assessment methods map
 - Programme Handbook
 - Module Specifications
 - Staff CVs and module/ leadership responsibilities
 - Mentoring/ placement handbooks, as relevant
 - Operational Manuals, for off-campus programmes, as relevant
 - Curriculum mapping, where relevant, e.g. for Apprenticeships, progression or articulation of programmes
 - Evidence of stakeholder consultation: employers, professions and students.
3. To review the programme proposal(s) within the Proposal Development Record (PDR) and to provide written comments in a Report for which a template is provided (Appendix 10d); reviewing any amended documentation; and providing a final response to the University. The PDR includes a forum within which the External Advisor can engage with the programme team.
4. To test the programme proposal against expectations and requirements in the subject, the revised UK Quality Code for Higher Education and external requirements in the subject, relevant occupations and/or profession. In particular, the External Advisor/PSRB representative is invited to provide advice in relation to:
 - subject standards and PSRB requirements
 - the Subject Benchmark Statements and any relevant Characteristics Statement
 - knowledge of practice in the subject area
 - subject specific legislative and regulatory requirements.
5. To work in an open and transparent way that is respectful and collegiate, which supports the Proposer and programme team in meeting the demands and requirements of the process.
6. To ensure that the outcomes of the scrutiny of the proposal and discussion with the Proposer are summarised effectively to the Proposer and the University in a written External Advisor's Consultation Report.
7. The External Advisor is paid a fee and expenses and claim forms are available from and should be submitted to the SEO Officer (Appendix 10e).