

**External Adviser feedback for a new/amended taught programme proposal**

External Advisers to new programme proposals are asked to provide feedback on the academic coherence of the new programme, acting as a critical friend to the proposer. The following pro forma is designed to guide the External Adviser through the proposal documentation and provides prompts on issues about which the University would like feedback. The pro forma should be completed within 2 weeks of receipt of the proposal and returned to the Faculty Quality Administrator and your fee will be processed upon receipt of the feedback.

***Note:*** *The External Adviser cannot be a current External Examiner of the University and cannot become the first External Examiner if this programme is approved.*

|  |  |
| --- | --- |
| **Programme Title:** |  |
| **Name of External Adviser:** |  |
| **Position:** |  |
| **Institution:** |  |
| **Date of feedback:**  |  |

|  |
| --- |
| ACADEMIC ISSUES |
| How does the proposal compare with national/international developments in the subject area? |
| Have any external requirements (e.g. professional body) been taken into account? |
| Does the proposal demonstrate academic coherence? |
| Has appropriate and sufficient reference been made to the appropriate subject benchmark/s? |
| Is the programme, including its aims and intended learning outcomes, demonstrably at the stated level in accordance with the Framework for Higher Education Qualifications? |
| Have appropriate aims and intended learning outcomes been specified? |
| Is progression through the programme appropriate and made explicit through the programme specification? |
| Are plans for the student learning experience and contact hours appropriate? |
| Are schemes for student support (e.g. personal tutoring, dissertation supervision, personal development plans) and development addressed adequately? |
| Are the needs for different types of student addressed? (part-time, disabled, overseas) |

|  |
| --- |
| TEACHING, LEARNING AND ASSESSMENT |
| Is there a diversity of teaching and learning methodology? |
| Are the explicit links between learning outcomes, teaching and learning methods and assessment made clear in the programme specification? |
| Have measures been taken to ensure plagiarism and impersonation are avoided? |
| Is the assessment regime appropriate and sufficiently diverse? |
| Are the teaching, learning and assessment methods flexible enough that ‘reasonable adjustments’ can be made to satisfy the needs of students with disabilities, specific learning difficulties or long term medical conditions? |
| If teaching is undertaken by staff external to the University, are appropriate measures identified for maintaining and supporting those members of staff? |
| Where there is online learning or support proposed:a. Does the proposal provide details of pilot schemes to test and revise DL materials?b. Does the proposal include full details of how the programme is to be deliveredc. Do DL students have access to the necessary learning resources and transferable skills trainingd. Does the proposal include details of how students will maintain contact with academic staff of the University, how student support is given and how feedback to and from the student is monitored? |
| Are there any areas that could be developed for online learning or support not already identified? |

|  |
| --- |
| PLACEMENT LEARNING / STUDY ABROAD (where applicable) |
| Are learning outcomes for the placement/study abroad activity clearly defined, relevant to the programme and achievable within the context of a placement? |
| Are appropriate measures in place to assure the student experience whilst on placement? |

|  |
| --- |
| INNOVATIONS AND GOOD PRACTICE |
| Are there any examples of innovation and/or good practice in the programme proposal? |

|  |
| --- |
| **FURTHER FEEDBACK** |
| Please provide any further comments, as necessary, on areas not listed above. |

|  |
| --- |
| Document control box  |
| Policy / Procedure title:  | External adviser feedback for a new / amended taught programme proposal |
| Date approved:  | March 2021 |
| Approving body:  | TLSD  |
| Implementation date:  | March 2021 |
| Version:  | 1.2 (March 2021)  |
| Supersedes:  | 1.1 (May 2010) |
| Previous review dates: | 2007, 2010 |
| Next review date:  | April 2023 |
| Related Statutes, Ordinances, General Regulations  | N/A  |
| Related Policies:  | N/A  |
| Related Procedures and Guidance:  | * [New Programme Approval Procedure Guidance](https://www.staffnet.manchester.ac.uk/tlso/quality/development-programmes/new-programme-approval/),
* [Procedure for the Amendment of Taught Programmes](https://www.staffnet.manchester.ac.uk/tlso/quality/development-programmes/programme-amendment/)
 |
| Policy owner:  | Louise Walmsley, Director of Teaching, Learning and Student Development |
| Lead contact:  | Lisa Carter, Teaching and Learning Adviser (Approval, Monitoring and Review)  |