

The University of Manchester Advance HE Fellowship Scheme – External Examiner

Terms of Reference

Overview

The University of Manchester's Advance HE fellowship scheme is accredited by Advance HE to enable staff and students who teach and/or support learning to achieve Advance HE fellowship. The scheme is aligned with the Professional Standards Framework (PSF 2023) and is an experiential route to accreditation of teaching practice.

The External Examiner is a standing member of the University of Manchester Advance HE Fellowship Scheme Recognition and Management Group. The Group is primarily responsible for the quality assurance processes, quality enhancement and development of the scheme and will meet four times per year.

Responsibilities and reporting

The External Examiner must hold Principal Fellow of Advance HE. The External Examiner will:

- Independently review applications submitted at Descriptor 4.
- Moderate fellowship judgements for applications submitted at Descriptors 1-3 through a reflective sample. The sample will include applications in a range of formats, different outcomes and from different reviewers.
- Work with the core team to ensure the robustness of quality assurance processes and to support the iterative development of the scheme.
- Attend Recognition and Management Group meetings to provide an oral report. This includes, but is not limited to, advising on matters relating to quality assurance and quality enhancement of the scheme.
- Complete the University's formal External Examiner report form at the end of each academic year in line with the institutions teaching quality processes.

The External Examiner reports to the University of Manchester Advance HE Fellowship Scheme Recognition and Management Group), which is chaired by the Vice Presidents for Teaching (or a nominee).

Associated documents

This document should be read alongside the [`The University of Manchester Advance HE Fellowship Scheme Recognition and Management Group - Terms of Reference`](#).