

## Course Approvals External Adviser Report Proforma

### Guidance Notes for External Advisers

The Course Approval Process is one of the key mechanisms in the setting of appropriate academic standards for the University's awards. An important part of this process is the contribution of external subject specialist advisers.

We ask you to provide written advice to enable the Course Team to develop and improve the proposal further and to attend a course approval event to discuss the proposal with the Course Team and test the thinking and strategies that underpin it.

Written advice, which relates to the prompts on the attached proforma is especially helpful. Please frame your advice in the context of the stated rationale for the programme as well as a range of relevant external reference points such as the Subject Benchmark, the QAA Qualifications Framework and any Professional Body requirements.

For Partner College proposals account needs to be taken of potential student progression to the University and the standards required by the relevant University School which will oversee the quality assurance aspects of the course.

The Panel will need to consider this issue in the context of whether the proposal is for:

- a franchise of a previously approved University course (or part of an approved course)
- a new course designed by the College
- a new course designed by a network of Colleges
- an additional provider of a course to be added to a network of Colleges which already operate the course.

Within all these variants there may be previously approved modules which are to be franchised. **Consideration of the content of previously approved modules is outside the remit of the Panel**, although in terms of currency this may be commented upon. The role of the Panel for previously approved modules is to ensure that they will be delivered at an equivalent standard at Partner Institutions. There may be new modules to be approved and the University School will wish to be assured that the level at which these modules are to be delivered is at an acceptable standard.

Where the proposal is for a franchise or an addition to a previously approved course operated by a network of providers, the course will already have been approved elsewhere and your comments should be on the extent to which the current proposal meets the requirements already established. You should comment particularly on whether the proposed delivery and (where relevant) dissertation supervision arrangements are appropriate to the award.

The Reporting Officer will organise the agenda under the headings, normally according to the [Threshold Criteria for Course Approval](#)

**Your written comments should be returned by email to the Reporting Officer at least one week before the course approval event.**

**Course award and title(s):-**

**Completed by:-**

Please address the following prompts in the completion of your report, referring to the guidance notes provided.

**Note :** If this is a **franchise** proposal or addition to an existing network, the curriculum is already approved so you need only answer questions **4, 5, and 6** and please comment on question **3** if any **new modules** have been identified for approval on the Course Resource Audit form. You may also include comments in sections 7 and 8.

You should comment particularly on whether the proposed delivery and (where relevant) dissertation supervision arrangements are appropriate to the award.

**1. Course Aims and Learning Outcomes**

To what extent do the aims and outcomes of the programme articulate with the relevant subject benchmarks? In addition to general comments, please make specific comments on:

- Subject knowledge and understanding
- Thinking skills
- Subject specific skills (including practice and professional skills where relevant)
- Personal Transferable skills

**2. Curriculum Content and Design**

To what extent are the standards set at each level appropriate (when responding please consider the QAA Qualifications Framework and your own experience with similar awards elsewhere)?

The award title(s) must conform to UCLan's minimum subject specific credit per level ie 60 credits at Level 7; 40 credits at Level 5, 6 & 7 [integrated masters] please comment below.

**3. Assessment**

To what extent does the assessment strategy allow learning outcomes to be appropriately tested at module and course levels?

**4. Learning Resources**

To what extent are the physical resources (both general and specialist) identified in the documentation appropriate to support the delivery of the award?

**5. Quality Assurance**

To what extent are the qualifications and experience of staff appropriate to deliver the award?

**6. Other Agenda Items**

Please make any other points that you would like to discuss with the course team in further detail. You may wish to consider areas such as:

- (a) Teaching and Learning
- (b) Student Progression
- (c) Student Support and Guidance

**7. Commendations**

Please note any commendations for the course team that you would wish to have noted in the final report [*Note : there will be further opportunity for you to add these at the Event*]

**8. Innovative Practice**

Please identify any innovative practice that would be useful to share with colleagues across the University [*Note : there will be further opportunity for you to add these at the Event*]

**External Adviser Signature:-**

**Date:-**