

TEDI-LONDON

POLICY FOR EXTERNAL ADVISERS TO TEDI-LONDON ACADEMIC PROGRAMMES

Summary	This Policy outlines the criteria for External Advisers to TEDI-London Academic Programmes and the process for appointing them.		
Policy Owner	Registrar		
Policy Sponsor	Academic Board		
Policy applies to	TEDI-London staff appointing External Advisers to TEDI-London Academic Programmes (usually the Academic Director) TEDI-London appointed External Advisers to TEDI-London Academic Programmes		
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DOCUMENT CONTROL

Date	Version	Action	Amendments
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04/21	2	Policy Updated	Updates to reflect changes to the Programme Amendment Process and changes in staffing

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1. INTRODUCTION

- 1.1. TEDI-London is committed to ensuring that our programmes meet national threshold standards and to maintaining high academic standards. To this end, we make use of external expertise at certain points in our programmes' lifecycles to ensure objectivity, consistency, and best practice.
- 1.2. This Policy outlines when and how to appoint External Advisers to TEDI-London Academic Programmes (External Advisers), for programme approval and periodic review processes.
- 1.3. This policy does not cover External Examiners; please see the separate [External Examiners Policy](#) for further information.

2. WHEN TO APPOINT AN EXTERNAL ADVISER

- 2.1. An External Adviser is required when a new programme is being approved using the process detailed in the [Programme Development Guidance](#).
- 2.2. An External Adviser is also required for the Periodic Review process. There is further information in the [Programme Monitoring and Review Policy](#).
- 2.3. The External Adviser should be qualified to provide authoritative advice relating to our academic content and delivery.

3. TYPES OF EXTERNAL ADVISER

- 3.1. External Advisers may come from academic institutions, and/or from professional/employment backgrounds, as appropriate to the proposal under consideration.
- 3.2. External academic colleagues should be appointed to provide subject expertise in relation to the programme curriculum.
- 3.3. Industry professional or employer representatives should offer a view on the value and relevance of the proposed programme in relation to industry, the profession and/or employer needs, giving close consideration to any work placement, work-based learning or employment-related aspects of the programme.

4. SELECTION AND CRITERIA FOR APPOINTMENT

- 4.1. External Advisers should:
- 4.1.1. hold academic qualifications, at least to the level of the proposed programme
 - 4.1.2. be familiar with current developments in the field of study concerned, and, through this experience, be able to benchmark national standards
 - 4.1.3. be familiar with the context for UK quality issues, including the QAA Quality Code and any relevant subject benchmarks
 - 4.1.4. have understanding and experience of current practice and developments in teaching, learning and assessment in higher education, including appreciation of issues relating to diversity of students in higher education and the impact this has on their capacity to learn
 - 4.1.5. have experience in academic quality assurance systems – for example, membership of validation/ professional accrediting panels, activity as external examiner, awareness of diversity issues in higher education
 - 4.1.6. be aware of the educational requirements for the engineering profession.

5. CONFLICT OF INTEREST

- 5.1. We do not appoint as an External Adviser anyone in the following categories or circumstances:
- 5.1.1. a member of the Board or committee of TEDI-London, or a current employee
 - 5.1.2. anyone with significant involvement in current or recent teaching collaborations with a member of staff who is closely involved in the delivery, assessment or management of the programme being assessed or reviewed
 - 5.1.3. anyone from the same institution as an External Examiner on the Assessment Board for that programme
 - 5.1.4. a former member of staff, or former student, unless a period of at least five years has elapsed since their departure.
- 5.2. All External Advisers must also complete a conflict of interest declaration to ensure there are no personal, financial or other interests that may represent an actual or potential conflict. The Deputy Dean shall consider any actual or potential conflicts and decide as to whether the conflict is material and, if so, whether it can be mitigated.

- 5.3. It may be appropriate for an External Adviser to be used more than once for a suite of programmes or similar programmes that are undergoing approval in different years. However, over reliance on a single External Adviser should be avoided since it reduces the range of external involvement and benchmarking.

6. PROCESS FOR APPROVAL OF NOMINATION

- 6.1. Before you approach a potential External Adviser, you should notify Registry and the People Team.
- 6.2. To gain approval from the Deputy Dean for the proposed External Adviser, the proposed Academic Director should complete a nomination form. This should be submitted to the Registry. The form should be completed in good time before the participation of the External Adviser needs to be confirmed.
- 6.3. If the proposed External Adviser does not fulfil all the criteria for nomination, there should be a specific rationale for the choice of External Adviser recorded on the nomination form.

7. APPOINTMENT

- 7.1. On notification that the nominee has been approved, the People team will write to the External Adviser to inform them of their appointment and outline their duties.
- 7.2. The proposed Academic Director should then contact the External Adviser to brief them about TEDI-London's academic standards as well as more general context for the programme development – for example, policies relating to equal opportunities/diversity, proposed markets, etc.
- 7.3. The External Adviser will receive the supporting documents related to the process they will be supporting. The documents will be sent by the academic team member responsible for the appointment of the External Advisor.
Documents can include:
- Completed Programme Approval documentation
 - Teaching and Learning Strategy
 - Programme and Module Specifications
- 7.4. The notification of appointment will contain a link to the approved [Privacy Notice](#).

8. ROLE AND PARTICIPATION OF THE EXTERNAL ADVISER

- 8.1. To benefit fully from external involvement in programme approval and review, the proposed Academic Director should seek input from the External Adviser at an early stage in both a programme approval or a programme review processes.
- 8.2. The remit of the External Adviser is determined by their background and the process which they are supporting. Duties may include some or all of the following:
 - 8.2.1. where appropriate, advise on the appropriateness of the academic standards set for the programme in relation to similar programmes elsewhere in the UK
 - 8.2.2. where appropriate, consider the relevance of the programme in relation to vocational/ professional training and employment
 - 8.2.3. consider (as appropriate to the scope of the event) the proposed organisation, character, coherence and curriculum of the programme including assessment processes, drawing on general practice and norms which are current in their own professional area
 - 8.2.4. consider whether the intended programme aims and learning outcomes are realistic, attainable and set at an appropriate level, and that the programme is going to provide students with a high-quality learning experience/academic qualification
 - 8.2.5. identify issues concerning the clarity of the programme documentation, the programme under consideration and comment on the relevancy of the programme content, bibliographies etc.
 - 8.2.6. consider the clarity of the programme documentation and how well this communicates the team's intentions
 - 8.2.7. raise issues concerning the operation of the programme in relation to the regulations and general guidelines of TEDI-London and where relevant professional and regulatory bodies.
- 8.3. For programme approval, the External Adviser will be invited to attend the Programme Approval and Review Committee meeting in which the proposed new programme is being considered.
- 8.4. For programme review, the External Adviser will be invited to the Periodic Review meeting.

- 8.5. For programme amendments, the External Adviser will not be required to attend in person but will be asked to provide a written response.

9. RIGHT TO WORK

- 9.1. It will be necessary to check the External Adviser's eligibility to work in the UK. The People Team will undertake this check prior to the appointment being confirmed.

10. EXTERNAL ADVISER REPORT

10.1. Programme Approval

- 10.1.1. The External Adviser will be asked to give a verbal report at the Programme Approval and Review Committee meeting and to follow up with a written report.
- 10.1.2. The External Adviser's report should comment specifically on the proposal. A template is provided.
- 10.1.3. The proposed Programme Lead should then respond to the report of the External Adviser. A response to the External Adviser should also articulate reasons for not accepting his or her comments (if required).

10.2. Major Programme Amendments

- 10.2.1. The External Adviser will be asked to give comment on the proposed changes. This can include written confirmation received by email.
- 10.2.2. The Programme Leader should respond to the comments of the External Adviser. A response to the External Adviser should also articulate reasons for not accepting his or her comments (if required).

10.3. Periodic Review

- 10.3.1. The External Adviser will be included in the Periodic Review Panel and there is no requirement for a separate report.
- 10.3.2. The External Adviser's feedback will be taken into consideration in the overall Periodic Review report and they will have an opportunity to approve this alongside internal panel members.

11. FEES AND EXPENSES

- 11.1. The fees and expenses should be stated in the notification of appointment. The External Adviser will be paid using the one-off payment system which will be coordinated through the Finance Team.