

**THE ENGINEERING & DESIGN INSTITUTE LONDON**

**POLICY FOR EXTERNAL ADVISERS**

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## **1. INTRODUCTION**

- 1.1. The Engineering & Design Institute London (TEDI-London) is committed to ensuring that our programmes meet national threshold standards and to maintaining high academic standards. 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 to appoint External Advisers to TEDI-London Academic Programmes;
  - the types of External Adviser, the criteria for their appointment, and the role and remit of the External Adviser;
  - the management of potential conflicts of interest
- 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
  - When a Programme is undergoing a major amendment
  - for the Periodic Review process. There is further information in the [Programme Monitoring and Review Policy](#).

## **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 advisers should be appointed to provide subject expertise in relation to the programme curriculum.
- 3.3. Industry professional or employer representatives may be appointed to 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 Academic Advisers should:

- i. hold academic qualifications, at least to the level of the proposed programme
- ii. be familiar with current developments in the field of study concerned, and, through this experience, be able to benchmark national standards
- iii. be familiar with the context for UK quality issues, including the Office for Students Conditions of Registration and any relevant subject benchmarks
- iv. 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 learning
- v. be aware of the educational requirements for the engineering profession.
- vi. Have the right to work in the UK

##### 4.2. External Industry or Employer Advisers should:

- i. Have recent relevant experience in industry or employment
- ii. be able to offer a view on the value and relevance of the proposed programme in relation to industrial or professional developments or needs.
- iii. Have the right to work in the UK

#### **5. CONFLICT OF INTEREST**

##### 5.1. We do not appoint as an External Adviser anyone in the following categories or circumstances:

- i. a member of the Board of Trustees of TEDI-London,

- ii. a current employee of, or student at TEDI-London
  - iii. 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;
  - iv. anyone from the same institution as an External Examiner on the Assessment Board for that programme
  - v. 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 complete a conflict of interest declaration to ensure there are no personal, financial, or other interests that may represent an actual or potential conflict.
- 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. ROLE AND REMIT OF THE EXTERNAL ADVISER**

6.1. 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:

- i. advise on the appropriateness of the academic standards set for the programme in relation to similar programmes elsewhere in the UK
- ii. consider the relevance of the programme in relation to vocational or professional training and employment
- iii. consider (as appropriate to the scope of the event) the proposed organisation, character, coherence and curriculum content of the programme including assessment processes, drawing on practice and norms which are current in their own professional area

- iv. consider whether the intended programme aims and learning outcomes are realistic, attainable, and set at an appropriate level, and that the programme will provide students with a high-quality learning experience
- v. consider the clarity of the programme documentation and how well this communicates the team's intentions
- vi. 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.

## **7. ATTENDANCE AND REPORTING**

- 7.1 For **programme approval**, the External Adviser must attend (in person or via Teams) the Approval event in which the proposed new programme is being considered.

They will contribute to panel discussion and to the setting of any recommendations or conditions and will have the opportunity to comment on the overall report of the approval.

- 7.2 For **periodic programme review**, the External Adviser must attend (in person or via Teams) the Periodic Review meeting.

The Adviser will be a member of the Panel and will have the opportunity to comment on the overall report of the Review.

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