

University of Bradford

Programme Approval, Review and Modification

The Role of Experts external to the University

Experts external to the University bring their professional expertise and insight to the Programme Approval and Review process; they are a valuable asset to the University in assuring that the programmes it delivers are academically coherent, current in terms of the most recent academic, professional and industrial developments and relevant to the needs of employers. To ensure impartiality and an objective viewpoint, External Experts will not be asked to take part in the development of a programme that they will subsequently be asked to report on.

External Experts are normally required to report on all new programmes within their subject area and for the periodic review of existing programmes. The report forms part of the programme documentation considered by the Programme Approval and Review Panel. A report template will be provided to facilitate the provision of information appropriate to the consideration of the programme.

External Experts will be asked to undertake the following duties:

1. provide a written report on the template provided for new programmes, proposals for major modifications to programmes and on documentation to inform the periodic review of existing programmes
2. offer an independent and objective viewpoint on proposals within a specific area of academic or professional interest and expertise in order to enhance and inform lines of enquiry and the deliberations of the Panel
3. consider programme specifications and associated documentation and assess the extent to which these take proper account of University and external regulations, reference points and policies
4. offer judgements on the setting and maintaining of academic standards and the quality of learning opportunities in the context of the QAAHE Framework for Higher Education Qualification, subject benchmarks and other associated elements of the UK Quality Code
5. comment with regard to the structure and coherence of the detailed new programme proposal or programme under review
6. comment on the capacity of the programme to provide students with relevant and effective experience in the context of preparation for vocational or professional practice
7. make recommendations to the Panel on syllabi, learning and teaching strategies, learning outcomes and assessment in the context of relevance to current professional and employment practices, developments in academic research and the potential for the programme to offer a stimulating and

interesting experience for students and the opportunity to attain the programme learning outcomes

8. advise, where appropriate, on whether proper consideration has been given to the requirements and regulations of professional, statutory and regulatory bodies.

Fees

On appointment External Experts will be asked to complete and return a New Starter Checklist and Bank Details document so that payment of fees can be made and the appropriate tax and National Insurance deductions can be made.

In order for External Experts to receive payment of fees gross of any tax or National Insurance deductions, evidence from the Inland Revenue or National Insurance collector that substantiates their self-employed status must be provided when their appointment is approved.

If an External Expert holds a National Insurance exemption certificate, they will be asked, in the appointment letter, to submit a copy so that the University may exempt them from NI payments.

A fee of £250 per report will normally be paid for programme approval or periodic review reports, paid automatically on receipt of the report.

Term of office

The term of office of External Experts is 5 years in the first instance. Extension for a further year may be considered in exceptional circumstances only.

A second period of appointment for an External Expert is permissible, provided that a minimum of one complete period of appointment has elapsed prior to re-appointment. Where the External Expert has served for a longer period than the normal term, a commensurately longer period shall elapse between the two periods of appointment.

Learning, Teaching and Quality Enhancement

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