

Criteria for appointing External Academics to Curriculum Refinement and Approval Events



Nominations for external academic panel members must comply with the following:

1. Have relevant expertise

External academic panel members should normally:

- Be in current or recent (within the last three years) academic employment, with experience of leading or contributing to a similar course in the subject area concerned and therefore knowledge of the Framework for Higher Education Qualifications and appropriate subject benchmark statements.
- Hold an academic qualification to at least the level of that under consideration.
- Be experienced in the design of curricula/training courses of at least the level of the course(s) under consideration.

2. Be impartial

External academic panel members should not:

- Have had close involvement with the University (or any of its collaborative academic partners) during the last five years, for example as a member of staff; a member of the Board of Governors; a student; or an external examiner.
- Have a personal connection (eg a relative) with or be a close working colleague of any member of the presenting team.

3. Have the right to work in the UK

A Right to Work Check will be completed by AQS once the nomination has been agreed. This will require the submission of original documentation and a brief face to face interview (either in person or by video link). The Right to Work Check must be completed satisfactory at least 3 weeks prior to the validation date.

An individual will not normally be appointed as an external panel member for more than two events in a 12-month period.

Academic Quality Service
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