

## 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.

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.

**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. 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
- (d) Learning Resources
- (e) Quality Management and Enhancement

**5. 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*]

**6. 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:-**