**Annex E**

**Nomination for an external reviewer for a new course or major change**

**Background**

Following initial approval by the division a proposal for a new course or major change to an existing course is sent for external review. This forms a key part of scrutiny as it allows divisions to access the subject and professional/industry expertise necessary to assure themselves that the proposal meets the expectations for course content and standards in the subject area (see section 7.27 of the *Policy and Guidance on new courses and major changes to courses (including closure)* for more information).

**Nomination process**

Please nominate two reviewers who meet the criteria for nomination (below). They will be approached in order, with the second only being approached if the first is unable to participate. Proposals relating to a course with specific industrial or professional relevance, where completion of a course can lead on to entry to a specific profession or preparation for a career in industry, should also make two nominations for an industry/professional specialist reviewer.

**Criteria for nomination**

The person specification[[1]](#footnote-1) for an external reviewer is adapted from that for an external examiner, as they fulfil similar functions:

* knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality
* competence and experience in the fields covered by the programme of study
* relevant academic and/or professional qualifications to at least the level of the qualification being proposed, and/or extensive practitioner experience where appropriate
* competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures
* sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers
* familiarity with the standard to be expected of students to achieve the award that is to be assessed
* fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s)
* meeting applicable criteria set by professional, statutory or regulatory bodies
* awareness of current developments in the design and delivery of relevant curricula
* competence and experience relating to the enhancement of the student learning experience.

It is also important to avoid any conflicts of interest and so departments and faculties should be mindful to ensure that nominees are not in the following categories or circumstances:

* a member of a governing body or committee of the University or one of its collaborative partners, or a current employee of the University or one of its collaborative partners\*
* anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the proposed programme of study\*
* anyone required to assess colleagues who are recruited as students to the proposed programme of study
* anyone who is, or knows they will be, in a position to influence significantly the future of students on the proposed programme of study
* anyone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the proposed programme(s) or modules in question
* former staff or students of the University unless a period of five years has elapsed
* anyone involved in a reciprocal arrangement involving cognate programmes at another institution or a current or recent external examiner.

\*Noting that some flexibility may have to be employed in selection of external reviewers for small or specialist subject areas.

**External reviewers - subject specialist**

**Nomination 1**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Institution  |  |
| Contact details (email, telephone and postal address) |  |
| Link to online CV/Institution personal page (or attach CV if not available) |  |

**Nomination 2**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Institution  |  |
| Contact details (email, telephone and postal address) |  |
| Link to online CV/Institution personal page (or attach CV if not available) |  |

**External reviewer – industry/professional specialist (if applicable)**

**Nomination 1**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Institution  |  |
| Contact details (email, telephone and postal address) |  |
| Link to online CV/Institution personal page (or attach CV if not available) |  |

**Nomination 2**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Institution  |  |
| Contact details (email, telephone and postal address) |  |
| Link to online CV/Institution personal page (or attach CV if not available) |  |

1. Adapted for sense from <http://www.admin.ox.ac.uk/edc/policiesandguidance/pgexaminers/annexj/> [↑](#footnote-ref-1)