|  |  |  |
| --- | --- | --- |
| **AQSPD005**  NOMINATION OF EXTERNAL SUBJECT SPECIALIST  **PROGRAMME DEVELOPMENT: EXTERNAL SUBJECT SPECIALIST NOMINATION FORM** | | |
| External Subject Specialists are independent academic experts who engage with the development of and review programmes of study to ensure the quality and standards of the proposal will deliver the expected award level and student experience required, and to provide subject-specific advice on learning, teaching and assessment practices. The External Subject Specialist’s report will form part of the Programme Approval Committee’s decision making process, and the External Subject Specialist may be invited to join the Committee when the programme is under review.  If you have any questions or would like further information, guidance and support, please visit [Academic Quality Services](http://qualityservices.swansea.ac.uk/?page_id=356) or contact [academicprogrammes@swansea.ac.uk](mailto:academicprogrammes@swansea.ac.uk). | | |
| **Author of this document:**  (please include your name with prefix  and suffix and your role title) |  | |
| **ELIGIBILITY TO WORK IN THE UK** | | |
| For UK Visas and Immigration compliance, the University is required to assure that all External Subject Specialists are eligible to work in the UK. All External Subject Specialists will be required to present a valid passport and undertake a right to work check through Human Resources. | | |
| **PROGRAMME INFORMATION** | | |
| **Programme Title:** | |  |
| **Proposed Launch Date:** | |  |
| **College/School:** | |  |
| **Subject Area:** | |  |
| **PROPOSED EXTERNAL SUBJECT SPECIALIST 1** | | |
| Full Name and title: | |  |
| Current academic position: | |  |
| Institution and address for correspondence: | |  |
| Tel No: | |  |
| E-Mail: | |  |
| Right to Work in the UK: | |  |
| Has the proposed External Subject Specialist agreed to be nominated? | |  |
| Please provide a brief rationale for the External Subject Specialist’s expertise for considering this programme: | |  |
| Please state any conflict of interest that may prevent the External Subject Specialist from considering the new programme objectively: | |  |
| **PROPOSED EXTERNAL SUBJECT SPECIALIST 2** | | |
| Full Name and title: | |  |
| Current academic position: | |  |
| Institution and address for correspondence: | |  |
| Tel No: | |  |
| E-Mail: | |  |
| Right to Work in the UK: | |  |
| Has the proposed External Subject Specialist agreed to be nominated? | |  |
| Please provide a brief rationale for the External Subject Specialist’s expertise for considering this programme: | |  |
| Please state any conflict of interest that may prevent the External Subject Specialist from considering the new programme objectively: | |  |

|  |  |  |
| --- | --- | --- |
| **AUTHORISATION** | | |
| External Subject Specialist Selected: | 1 | 2 |
| Chair of Programme Approval Committee Approved: | Signed: | Date Approved: |
| ***Office Use Only*** | | |
| Appointment Letter issued |  | |
| Programme Approval Committee Date: |  | |
| Fee Payment authorised |  | |

**Please submit this form to** [**academicprogrammes@swansea.ac.uk**](mailto:academicprogrammes@swansea.ac.uk)

**Appendix A: Guidance for Selection and Appointment of External Subject Specialists**

|  |
| --- |
| 1. **Criteria for the appointment of External Subject Specialists**   Colleges/Schools submitting new programmes for approval will be asked to nominate two colleagues from other UK Higher Education institutions to provide independent advice during the development of the programme, and provide subject specific support for the Programme Approval Committee during the review process.   1. External Subject Specialists will normally be experienced senior academics with a track record of engagement with learning, teaching, assessment and curriculum design/approval. 2. External Subject Specialists must be eligible to work in the UK in accordance with UKVI requirements. 3. External Subject Specialists may be:  * A previous External Examiner; * Part of research groups (provided the programme under consideration is not aligned to or affiliated to the research group); * Where the programme under consideration is low risk or an amendment to an existing programme, Colleges/Schools are encouraged to use existing External Examiners at the discretion of the Chair of the Programme Approval Committee.  1. External Subject Specialists may not have been an employee or honorary employee of Swansea University in the previous five year period. |
| 1. **Procedures for the appointment of an External Subject Specialist** 2. The two nominations will be submitted to Academic Quality Services along with the documentation for the new programme proposal. 3. The Chair of the Programme Approval Committee will review the nominations and select the most appropriate External Subject Specialist. 4. The decision will be communicated to the relevant Programme Director. Any disputes will be escalated to the Pro-Vice Chancellor (Education) for decision. 5. The Pro-Vice Chancellor (Education) reserves the right to be able to choose an independent External Subject Specialist if considered necessary. |
| 1. **Role of the External Subject Specialist** 2. The duties of the External Subject Specialist are set out in the [Code of Practice for Programme Development, Approval and Management.](https://qualityservices.swansea.ac.uk/?page_id=37) 3. The appointed External Subject Specialist will normally be expected to attend the Programme Approval Committee (virtually or in person) and will be required to complete an External Subject Specialist Report Form. 4. The External Subject Specialist will be provided with the following documentation:  * Confirmation of appointment; * Contact details for the Programme Director; * The date, time, place and schedule of the Programme Approval Committee meeting (if relevant); * Information on virtual attendance (if relevant); * Duties of the External Subject Specialist; * Programme Specification and associated Documentation; * QAA Subject benchmark statements (where available); * External Subject Specialist’s Report Form.  1. The External Subject Specialist will be remunerated for their role. |