University of Glasgow

Course/Programme Approval Process

External Academic Consultation Proforma

Proposal for a NEW programme or NEW course

or CHANGES to a programme or SUBSTANTIVE CHANGES to a course

**or WITHDRAWAL of a programme or course**

|  |  |
| --- | --- |
| Programme or Course Name: |  |
| School: |  |
| College: |  |

# Instructions for completion

This proforma should be completed for **new programme** proposals, **new course** proposals, **amend programme** proposals, **amend course** proposals (other than simple corrections or non-substantive changes[[1]](#footnote-1)), **programme** **withdrawals**, **course** **withdrawals.** If the proposal concerns more than one programme/course, the external academic consultation can be presented together or separately, as most appropriate.

If there is no External Examiner, consultation should take place with an external academic whom the School would normally approach to become an External Examiner.

The draft proposal should be discussed with the external academic consultant at an early stage. However, the external academic must be provided with the completed Programme or Course Specification document in order to complete Section 1 of this proforma.

The external consultant must be at least given notice of **at least 1 week** to return the form.

Evidence of the external consultation should be submitted to the Board of Studies with the proposal documentation; therefore, **this proforma must be completed *BEFORE* the final documentation is due for submission to the Board of Studies for scrutiny**.

**Section 1** is to be completed and signed by the external academic consultant.

**Section 2** is to be completed and signed by the proposer.

# Section 1: Comments from the external academic consultant

*The University greatly values the input of external academic consultants when programmes and courses are introduced or amended. This independent external advice contributes to the transparency of the approval process and the confirmation of standards*.

In the case of proposals for new or amended courses or programmes Questions 1 – 6 should be completed.

In the case of proposed withdrawals only Question 7 should be completed.

Please provide comment on the following aspects of the programme or course listed overleaf and confirm whether they are appropriate and, if necessary, advise on how the proposal might be revised or improved.

## Aims

## Intended Learning Outcomes

## Methods of assessment

## Level of the course, or of the courses comprising the programme

## The credit rating of the course, or of the courses comprising the programme

## The potential for enhancement of students’ employability/graduate attributes

## [***Withdrawals only***] In the case of the proposed withdrawal of course or courses, please comment on implications for the associated programme or programmes. In the case of the proposed withdrawal of programmes please comment on any known implications.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of External  |  | Date  |  |
| Title  |  | Employer |  |
| Signature  |  |

# Section 2: Response from the programme or course team

The two questions below must be answered (No/Yes). The boxes need to be completed only where the answer to the preceding question is Yes.

## Has the External Consultant suggested any alterations to the proposal?

**No / Yes** (delete as appropriate)

If ***Yes*** and the suggestions HAVE been adopted, provide details of the changes made:

If ***Yes*** and the suggestions have NOT been adopted, explain why not:

## Has the External Consultant suggested further consideration of any issues?

**No / Yes** (delete as appropriate)

If ***Yes***, provide a commentary:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer  |  | Date  |  |
| Signature  |  |

1. [Guidance](https://www.gla.ac.uk/myglasgow/senateoffice/qea/progdesignapproval/consultationrequirements/) is available on whether a course amendment is substantive. [↑](#footnote-ref-1)