University of Glasgow

Course/Programme Approval Process

Potential Employer or Industry Expert Consultation Proforma

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| --- | --- |
| **Programme and/or Course Name(s):** |  |
| **School:** |  |
| **College:** |  |

# **Instructions to Proposers**

Consultation with potential employer or industry experts should be undertaken where appropriate. This will apply especially to any programme which is intended (even in part) to prepare students for a particular career or group of careers. It is anticipated that consultation with potential employers or industry expert will normally only be considered for **new and substantive amend programme** proposals or potentially **programme withdrawals**, but there may be instances where this could be considered helpful for new and amend course proposals.

The draft proposal(s) should be discussed with the potential employer or industry expert at an early stage, and they should be provided with the completed Programme or Course Specification document(s) and any other relevant documentation in order to complete Section 1 of this proforma.

The potential employer or industry expert should be at least given **at least 1 week** to review the proposal(s) and return the form.

Programme or course proposers must respond to feedback provided by the potential employer or industry expert.

Evidence of the external consultation should be submitted to the Board of Studies and/or School Learning & Teaching Committee (as appropriate) 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 potential employer or industry expert.

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

# **Section 1: Comments from the potential employer or industry expert**

*The University greatly values the input of potential employers and industry experts when programmes and/or courses are being developed or amended.*

**New and substantive amend programme and/or course proposals**:

## Please provide your views on the proposed course or programme, particularly in terms of preparing graduates for employment and developing their graduate attributes (please see [www.gla.ac.uk/media/Media\_183776\_smxx.pdf](https://www.gla.ac.uk/media/Media_183776_smxx.pdf)):

**Programme withdrawal proposals**:

## Please comment on any known implications of withdrawing the programme.

|  |  |
| --- | --- |
| **Name:** |  |
| **Designation:** |  |
| **Company/Organisation:** |  |
| **Signature:** |  |
| **Date:** |  |

Section 2: Response from the programme or course proposer

## Has the potential employer or industry expert suggested any alterations to the proposal? (please check box)

|  |  |
| --- | --- |
| **Yes** | **No** |

## 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 potential employer or industry expert suggested further consideration of any issues? (please check box)

|  |  |
| --- | --- |
| **Yes** | **No** |

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

|  |  |
| --- | --- |
| **Programme or Course Proposer:** |  |
| **Title:** |  |
| **Date:** |  |