

**UNIVERSITY OF KENT
CODE OF PRACTICE FOR QUALITY ASSURANCE OF
TAUGHT/RESEARCH COURSES OF STUDY**

**Annex C: Approval and Withdrawal of Taught Courses (Code of Practice:
Taught Courses of Study)**

APPENDIX D

**Annex B: Approval and Withdrawal of Research Courses (Code of Practice:
Research Courses of Study)**

APPENDIX B

Guidance on the use of External Advisers for Course Approval

1. Divisions should identify a suitable external adviser to comment on the new course proposal, as detailed in Annex C¹ of the Code of Practice for Quality Assurance of Taught Courses of Study/Annex B² of the Code of Practice for Quality Assurance of Research Courses of Study. The role of the external adviser is to provide expert subject-area advice and comment during the design stage, prior to consideration of the proposal by the Divisional Education and UG Student Experience Committee or the Graduate Studies and PG Student Experience Committee, as appropriate to the proposal.
2. The external adviser should be either an academic in a relevant discipline, a member of a professional or statutory body, an employer with strong links in the subject area or a key person from a relevant business or industry.
3. The external adviser may not be a former Kent staff member or student unless a minimum of five years has elapsed.
4. External advisers should complete the pro forma and are asked to comment on (as appropriate to the proposal):
 - Potential market for the course.
 - Curriculum content of the course – are all subjects included that would be expected in order to achieve the award title, and does the course fit together as a coherent entity?
 - Is the course subject area appropriate and set at the correct level?
 - Does the course content articulate/progress in an appropriate manner and at the correct level?
 - Does the course content reflect the relevant QAA subject benchmark statement (if applicable)?
 - Does the course content reflect any relevant professional or statutory body guidelines?
 - Any other areas of note considered appropriate by the external adviser.
5. The Division should make a brief written response addressing the issues and comments raised by the external adviser and detailing how these have been taken on

¹ <https://www.kent.ac.uk/teaching/qa/codes/taught/documents/copt2020-annexc-approval-withdrawal-courses-v2.pdf> - see section 4.3

² Weblink and relevant section to be added in due course

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board. Both the external commentary and the Division's response should accompany the course proposal throughout the course approval process.

6. External advisers, where their contribution is made in attendance as part of a faculty panel, should be appointed and remunerated under the same terms as external reviewers in periodic course review.
7. While it may, in some cases, be appropriate for someone who has acted as an external referee or adviser in curriculum redesign or in the development of a new course to become an external examiner subsequent to fulfilling the advisory role, such an appointment would require formal justification by the Division concerned, so as to prevent any appearance of conflict of interest with regard to the contribution made by the external adviser in course approval.

updated October 2020