<<Title>> <<Name of External Advisor>>

<<Address Line 1>>

<<Address Line 2>>

<<Address Line 3>>

<<City/ County>>

<<Post Code>>

<<Country>>

<<Date>>

Dear <<Name of External Advisor>>,

**Re: Confirmation of appointment as External Advisor**

I am writing to confirm that after completing the External Advisor nomination process and verifying your right to work documents, the University approves your appointment as External Advisor.

**Details of the collaborative event are as follows:**

Type of event:

Collaborative Partner Name:

Date(s):

Time:

Location:

Associated School(s):

**Overview of role and responsibilities on the Panel – Institutional Approval or Institutional Review**

The aims of the Institutional review process are to meet the University’s and public interest in knowing that the collaborative partner have:

* Effective means of ensuring that the awards and qualifications in higher education

are of an academic standard at least consistent with those referred to in the

Framework for Higher Education Qualifications in England, Wales and Northern Ireland and are, where relevant, the University is exercising its’ powers as degree-awarding bodies in a proper manner;

* Effective means of providing learning opportunities of a quality that enables students, whether on taught or research programmes, to achieve those higher education awards and qualifications;
* Effective means of enhancing the quality of their educational provision, particularly by building on information gained through monitoring, internal and external reviews and feedback from stakeholders.

The Panel will be asked to make judgements about:

* The confidence that can reasonably be placed in the soundness of the Collaborative Partner's present and likely future management of the quality of the course and student experience;
* The confidence that can reasonably be placed in the soundness of the Collaborative Partner's present and likely future management of the academic standards of its award.
* The Collaborative Partner's approach to developing and implementing institutional strategies for enhancing the quality of its educational provision;
* The accuracy and completeness of the information that the partner publishes about the quality of its educational provision and the standards of its award(s).

**Overview of role and responsibilities on the Panel – Course Validation or Revalidation**

At the meeting, the Panel will be asked to consider the following:

* The nature of the learning opportunities offered by the course;
* The relationship between the courses' curriculum and current research in the same area;
* Market research and anticipated demand for the course;
* The design principles underpinning the course including:
1. Industry/ Employer and Student involvement;
2. Articulation with relevant Framework/professional body;
3. Articulation with QAA UK Quality Code.
* The definition and appropriateness of standards in accordance with the level and title of the award where the course is to be validated Code (FHEQ, Subject Benchmark Statements, Course specific regulations and if applicable, PSRB requirements);
* How the course will help develop student employability;
* The qualifications and experience of staff at the Institution and their ability to deliver the course;
* The contents of the course specification and module specifications;
* The necessary resources to support the course given the number of anticipated students and any predicted growth.

In addition, the Panel has to be satisfied that:

* quality assurance mechanisms are in place at course and organisational level;
* sound management procedures and administrative support are in place;
* facilities and services are in place and adequately support students;
* staff selection, induction and development meet the requirements of the

University.

**Documentation to support the event**

You will receive an electronic copy of the following documents at least one week in advance of the event:

1. Institutional Approval/ Institutional Review/ Course Validation/ Periodic Course Review documentation *delete as appropriate* (will include agenda and panel briefing note)
2. Quality Manual 2020/21
3. University regulations and frameworks
4. Payroll Form – to record fees & expenses
5. External Advisor Feedback Report Template

Initial observations/ comments on the course documentation can be submitted to the AQD Office in advance of the event. If you would like to see additional documents, please contact the AQD Office and we will consider your request depending on the items being requested.

**Fees**

After completion of the event(s) and upon receiving the feedback report and payroll/ expenses claim documents, you will receive:

* £150.00 per day (the event should be taking place on the days you are paid)
* £150.00 to write an External Advisor feedback report.
* Reimbursed expenses (accommodation, subsistence and travel expenses)

***Please be advised that tax will be deducted prior to payment.***

**Travel and hotel accommodation**

If you are taking part in an event based outside of the United Kingdom, the University will arrange travel from the United Kingdom to the destination where the event will take place. The University will also arrange the booking of hotel accommodation. All details will be communicated to you in advance of the event.

If the event is taking place in the United Kingdom, you can arrange travel and hotel accommodation and reclaim the expenses (please refer to the Expenses claim procedures as detailed on page 5) The University can also arrange hotel accommodation on your behalf.

**Points of contact**

(Insert relevant AQD point of contact)

Academic Quality and Development

Room XXX

166-220 Holloway Road

London

N7 8DB

Please contact the AQD Partnerships Team if you have any queries or a change in your schedule affects your participation in the event.

We look forward to working with you.

Kind regards,

<<Enter Name>>

<<Job Title>>

Email Address:

Telephone Number:

# Expenses Procedure

1. All claims must be in accordance with the University’s travel, subsistence, hospitality and expenses policy manual. Copies can be viewed at the following url: [http://www.londonmet.ac.uk/external-examiners/media/london-metropolitan-university/london-met-documents/professional-service-departments/academic-registry/external-examiners/Travel,-Subsistence,-Hospitality-and-Expenses-Policy-and-Procedures-Manual.pdf](http://www.londonmet.ac.uk/external-examiners/media/london-metropolitan-university/london-met-documents/professional-service-departments/academic-registry/external-examiners/Travel%2C-Subsistence%2C-Hospitality-and-Expenses-Policy-and-Procedures-Manual.pdf)
2. Please note that all claims will only be refunded to the maximum allowable limits as stated in the University’s travel, subsistence, hospitality and expenses policy.
3. All relevant (original) receipts must be attached to this claim form. Credit card receipts will not be accepted without a valid vat receipt.
4. All claims for reimbursement must be made within three months. Any claim made after this should be supported by a valid reason.
5. Apart from local journeys private vehicles should only be used when it can be demonstrated that this mode of transport represents the most economical and practical method of completing a journey. In such cases the standard University mileage allowances apply, at 0.35p per mile. Should a traveller elect to use his/her private vehicle in preference to a more economical means of transport, reimbursement will be made at the more economical rate for the journey and not necessarily the University rate for mileage (normally a standard class rail fare).
6. External Advisors may claim reimbursement of the cost of taxi/private hire vehicle fares (of a standard nature) when undertaking business travel by rail or air, when it would not be reasonable to take a connecting journey via public transport, unless arranged in advance.
7. All rail travel whether it be within the United Kingdom or abroad should be undertaken at second class or equivalent rates.
8. All domestic travel, that is travel within the United Kingdom and Europe, should be undertaken at the least expensive economy budget fare.
9. The University will reimburse the External Advisor up to a maximum of £130 per night for hotel accommodation. Please check in advance with AQD staff if the accommodation you require exceeds this amount. The University can also arrange hotel accommodation for External Advisors.
10. Please return the completed form by email or in the post to:

FAO AQD Partnerships Team

Academic Quality and Development

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