

## UNIVERSITY OF YORK

### Teaching Committee

#### Role of External Assessors in the Approval of New Programmes and Modifications

1 The University believes that it is important to seek the views of external peers in relation to the development and review of academic programmes. In particular, it believes that the use of external peers ensures the comparability of the standards of its awards and programmes with other higher education institutions and provides important opportunities for the enhancement of programmes and the dissemination of good practice.

#### 2 The evaluation of new programme proposals

2.1 The University has a system for the approval of new programme proposals, which requires departments to seek the input of external assessors.

##### *Eligibility for appointment as external assessor*

2.2 Departments should appoint their own external assessor, providing a rationale for their choice in the new programme proposal.

2.3 An external assessor for a new programme proposal should:

- not be a current or former external examiner of the University, unless a period of at least three years has elapsed since the expiration of appointment
- not be a former member of staff or student, unless a period of at least three years has elapsed since leaving the University
- not have any other links with the proposing department that might compromise their independence.

##### *Role of the external assessor*

2.4 In evaluating new programme proposals, external assessors are asked to comment in particular on the following:

- the appropriateness of the programme's aims and learning outcomes, including with reference to the level of the award
- the design and content of the programme
- the delivery of the programme
- the assessment of the programme
- how the programme compares to similar programmes on offer at other institutions.

2.5 External assessors are asked to complete the external assessors' report form which is available on the ASO website.

#### 3 Substantial modifications to existing programmes

3.1 The University has a system for the approval of substantial modifications to existing programmes, which requires departments to seek the input of external assessors.

3.2 A current external examiner often fulfils this role, where his or her expertise permits. The evaluation takes the form of written comments appended to the modifications proposal.

3.3 Where it is not possible or appropriate for an existing external examiner to comment on a significant modification, the department should nominate an appropriate alternate.