**External Adviser – Criteria for Appointment**

1. Introduction:
   1. The Faculty Programme Enhancement Process (FPEP) is underpinned by the involvement of External Advisers, with the objective of them providing advice, support, and critical review of programme/cluster.
   2. The FPEP Review is focused on both enhancement and the sharing of best practices, as well as any areas for improvement, and is structured around themes, data, and/or strategic imperatives.
2. Types of External Adviser
   1. Externality within a FPEP Review may come from a range of areas, including but not limited to:
      1. **Employers/professionals**, where colleagues can offer insights into the value of the programme/cluster in relation to industry and/or employer needs (i.e., graduate outcomes and skills).
      2. **External academics**, where colleagues can provide expertise in relation to the programme/cluster and curriculum.
      3. **Alumni**, where colleagues can provide expertise in knowledge of the programme/area and teaching and learning experiences. A period of five years should have lapsed.
      4. **External student representatives** (e.g., NUS reps) to offer insights into the issues affecting students’ experience and learning within the sector.
      5. **Other**, as appropriate, as determined by the Faculty, to offer in-depth knowledge and critical review related to a particular risk, theme, strategic imperative, and/or dataset.
3. How to select your External Adviser
   1. External Advisers are selected by the Faculties, as appropriate to the review.
   2. The Faculties/programme/cluster should satisfy itself that candidates for the role of External Adviser for the FPEP meet the criteria below.
4. Criteria for appointment
   1. **The External Adviser should meet the following criteria:** 
      1. Subject matter expertise for the theme/dataset identified, e.g., an alumnus of the programme or programme cluster if a FPEP is being undertaken through the lens of an employability theme.
      2. Academic, or equivalent professional qualifications, to the level of the programme/cluster under review.
      3. Familiarity with the context of Higher Education in the UK and a knowledge of the Regulator for Higher Education in England, the Office for Students (OfS), would be desirable if appropriate to the focus of the Review. A briefing (or similar) could be provided by the Department/Faculty if helpful.
   2. **Additionally, the following criteria are desirable:** 
      1. Experience of Programme Review or other forms of internal service review.
      2. Experience as an External Examiner at another institution or experience within the profession into which graduate will progress.
      3. Experience in Professional, Statutory, and Regulatory Body (PSRB) accreditation activity or membership of a relevant PSRB.
      4. For programmes with a professional element that are not externally accredited, expertise and knowledge of the education context and requirements.

* 1. **Conflicts of interest** 
     1. The External Adviser must not:
     2. Be engaged in a current financial, familial, or collaborative relationship with any individual who is involved in the development or delivery of the programme or programme cluster.
     3. Be currently registered for an award from the University of Exeter.
     4. Have been employed by the University of Exeter within the last five years, or a member of its governing body.
     5. Have undertaken any activities that would breach the Bribery Act 2010 or act in an anti-competitive manner in breach of competition laws in England and Wales.
     6. Use or disclose to any person either during or at any time after engagement any confidential information (information that is not in the public domain) supplied by the University in relation to the proposed programme or programme cluster.
  2. Normally, External Advisers should **not** subsequently become External Examiners for a programme or programme cluster.

1. Other; remuneration, roles and responsibilities, etc.
   1. The Faculty selects and appoints an External Adviser.
   2. Any remuneration is at the discretion of the Faculty, and they are responsible for paying all fees/expenses. The Faculty should make remuneration/terms clear to the External Advisor in the notification of their appointment.
   3. The Faculty must ensure the appropriate “right to work” documentation, if appropriate.
   4. A separate template invitation letter for External Advisors is provided, which Faculties can adapt. This includes their roles and responsibilities; this is also outlined in the policy: [QREF SharePoint site](https://universityofexeteruk.sharepoint.com/sites/QualityReviewandEnhancementFramework/FPEP/Forms/AllItems.aspx?id=%2Fsites%2FQualityReviewandEnhancementFramework%2FFPEP%2FGuidance%5FInfo&viewid=5b6375d8%2Dd002%2D4ba9%2D92a4%2D1bd77e6f7501) Access requests to the QREF SharePoint site should be directed to [educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk)
   5. External Advisors contribute to the central FPEP Review Report (or FPEP Self-evaluation Report) template.
   6. If there are aspects of the review that are commercially sensitive, it may be permissible for the External Advisor (and Student Representative) to be present for only part of the panel’s proceedings, and to only see a redacted version of the FPEP Review Report (FPEP Self-evaluation Report).

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