**Appendix 10**



**Course Development and Approval Process**

**Report Form for External Adviser 1**

**Name**…………………………………………………………………………………………..

**Post title ………………………………………………**

**Institution/Organisation**……………………………………………………………………

**University Programme/Course Title:**……………………………………………………

*Please provide a report on the course proposal using the following headings, identifying where necessary any matters that you consider require further consideration or discussion.*

1. Brief description of your involvement in activities undertaken in course development and approval process (e.g. meetings and documentation reviewed) and commentary on how the course team has responded/engaged with your advice.
2. Course title and structure.
3. Rationale and market for the proposal.
4. Admissions policy and arrangements.
5. Appropriateness of aims and learning outcomes including progression and levelness.
6. Alignment with relevant benchmarks and external reference points (FHEQ, subject benchmarks, professional body statements, UK Quality Code for HE, etc.)
7. Assessment strategy.
8. Currency, coherence and appropriateness of curriculum and modules.
9. Student support and guidance.

1. Other – comment on other matters of relevance not included in the above.

**Feedback on AQU processes**

Thank you for your involvement in our Course Planning and Approval process.

It would be really useful for future development of our processes if you could send us your feedback.

Please add any comments below or, if your prefer, click here to go to our [Evaluation Questionnaire](https://docs.google.com/forms/d/1h2bU9vR4_SAo77P-5_w99ht5PQWvAUiHvzZ8Da5Oyms/viewform?usp=sharing&edit_requested=true&pli=1).

We look forward to hearing from you.

**Comments:**

*Please return this report to the Academic Quality Unit with your Expenses Claim form.*

**Signed………………………. Date……………………………**

*(if returning by email, please type name)*