***Guidance***This form should be completed and returned to the Academic Registry as soon as possible to enable the external assessor to be formally approached and asked to comment on the proposal. Delays in this process could delay the introduction of new/restructured schemes. Please see the Summary of Scheme Approval Process and criteria for assessors at the end of this form.

## **Criteria for Appointment**

1. External assessors must have sufficient experience of curriculum design and delivery to be able to command authority. The normal expectation is that they will have at least five years’ relevant experience in an academic post. Where required, additional input may be suggested from a professional person outside the university system.
2. External assessors must be sufficiently independent of the department(s) concerned to comment objectively on the scheme development. This does not mean that they must not have any formal contact with the department, but the Academic Registrar will consider whether the level of contact is such as to give rise to the perception of overly close relationships.
3. Currently serving external examiners should not be nominated as external assessors. It is expected that they will be involved in the development of new schemes but not in their approval. Former external examiners may be nominated as external assessors once they have completed their term of office.
4. Assessors should be resident in the UK.
5. Former members of staff may not be invited to become external assessors before a lapse of at least five years.

6 The making of reciprocal arrangements for scheme approval with staff teaching similar schemes of studies at other universities is not permissible.

|  |  |
| --- | --- |
| 1 | Proposed New Scheme(s) of Study |
| 1.1 | Title of schemes(s) | Click here to enter text. |
| 1.2 | Qualification aim (e.g. BA, MSc, PGCert) | Click here to enter text. |
| 1.3 | Date of introduction of new scheme(s) / date from which restructured scheme(s) to be offered | Click here to enter text. |
| 1.4 | Faculty / Department(s) involved | Click here to enter text. |
| 1.5 | Language of delivery | Click here to enter text. |

|  |  |
| --- | --- |
| 2 | Proposed External Assessor |
| 2.1 | Full name and title |
|  | Click here to enter text. |
|  | Current academic position and institution (please see note 1) |
|  | Click here to enter text. |
|  | Address for correspondence (please see note 4)*- please include postal address, telephone number and email address* |
|  | Click here to enter text. |
| 1.2 | Has the proposed assessor agreed to be nominated | Click here to enter text. |
|  | Please explain briefly the proposed assessor’s suitability to participate in the approval of the scheme(s) in question, with reference to the relevant teaching and research interests and experience |
|  | Click here to enter text. |
|  | Please give details of any formal association of the proposed assessor with Aberystwyth University during the last three years and confirm whether any AU staff have acted as external assessors or examiners for the proposed assessor’s department during that time. Are there any conflicts of interest which would prevent the proposed assessor from considering this scheme development objectively? *(Please see criteria for appointment at the end of this document).* |
|  | Click here to enter text. |

|  |  |
| --- | --- |
|  | Right to work in the UK  |
|  | **In accordance with the Immigration, Asylum and Nationality Act 2006, the University has an obligation to ensure that all those engaged in work with the University are legally eligible to work in the UK.** The Right to Work checks will be undertaken by the Human Resources Department, and they will get in touch with each External Assessor to explain the process, the necessary documentation and arrange the details. A copy of the Right to Work documentation will be held by the University in accordance with the General Data Protection Regulation. **It will not be possible to process expenses or fee claims without successful completion of the Right to Work check**. |
|  |  |  |

|  |  |
| --- | --- |
| Authorisation |  |
| PLEASE NOTE THAT FORMS WILL NOT BE ACCEPTED UNTIL ALL SIGNATURES HAVE BEEN OBTAINED. Only electronic signatures or typed name with supporting email from signatory will be accepted. |
| Faculty Pro-Vice Chancellor | Click here to enter text. | Click here to enter a date. |
| Academic Registrar | Click here to enter text. | Click here to enter a date. |

|  |  |
| --- | --- |
| Form name: | Scheme Development Form 7 (SDF7) |
| Version: | 5 | Publication Date: | June2025 |
| Reason for update: | RTW section updated to reflect current process |
| Approved: | Assistant Registrar, Assurance and Enhancement | Effective From:  | June2025 |
| Contact: | Quality Assurance and Enhancement Team: qaestaff@aber.ac.uk  |