**External Advisor**

The External Advisor will act as a critical friend providing input to the Course Director on curriculum design and appropriateness for new course proposals and courses going through periodic review.

The Course Director may choose to nominate either the existing External Examiner or a new person to fulfil this role. A nomination form must be completed if you are nominating a new person.

The External Advisor will be asked to submit a report (see download section for template) which will be reviewed as part of the Faculty Scrutiny process before being submitted as part of the course submission to the QSO standing approval panel.

External Advisors will be paid at the rate of £150 following submission of their report. Faculties are responsible for nominating, receiving the External Advisor report and liaising with the External Advisor for completion of their claim form. Completed claim forms should be sent to the Quality and Standards Office for processing.