*Loughborough University Template for letter to External Academic Reviewer (revised March 2018)*

Dear

*(Programme award and title):* New Programme Proposal

The School of is proposing to introduce the above new programme from . We would be grateful for your comments on this proposal which would be valuable to the School in its final development of the programme and also to the University’s Curriculum Sub-Committee, which will look in detail at the proposals.

A draft Programme Specification for the programme is attached for your information.

The reason for the proposal is *(insert section XX on Proposal Form).*

Evidence of demand for the proposed programme includes *(insert section XX on Proposal Form).*

Please could you address the following questions in your response, as required by the University’s Curriculum Sub-Committee.

As the external advisor do you think the proposed programme :  
  
1. will achieve the stated aims and intended learning outcomes ?  
  
2. will maintain national standards in the subject in line with external reference points (such as Subject Benchmark Statements).

3. includes methods of teaching, learning and assessment which will be effective for the proposed award?  
  
4. (Masters programmes only) will satisfy the Master's level characteristics statements in the Framework for HE Qualifications (FHEQ).

Yours sincerely