**Subject heading: Aston University – Appointment of External Advisor**

*Note: this can either be used as a letter or email template.*

***[insert date]***

***[insert name / address]***

Dear ***[insert name]***

On behalf of the ***[insert school/College],*** thank you for agreeing to take part as an External Adviser.

The ***[insert School/College]*** is proposing to approve the following programme(s) for delivery from [insert date] and welcomes your input as an external subject advisor during the process:

***[insert course(s)]***

An overview of the external advisor role and process is appended to this ***letter/email***. Please read this carefully and, if you feel you would be unable to contribute in the way described, please contact me as soon as possible.

A critical part of your role will be to confirm that academic standards are set at the appropriate levels and that the course structure, content and available resources are such that standards can be met.

Further detailed information in relation to the programme will be made available to you in the near future. I should be grateful if you could contact me by email to confirm:-

**• that you accept the duties and terms of appointment as stated in this letter/email;
• your preferred E-mail address;
• your preferred postal address for correspondence (if different to above).**

The University pays a standard fee of £200for your contribution throughout the process. If you attend any meetings you will also be reimbursed for rail travel or (***insert pence per mile***) by car. If you require accommodation (should you need to stay overnight) or directions to the University (a map can be provided prior to your visit), please do not hesitate to contact me.

To comply with General Data Protection Regulation, the University requires confirmation that personal details may be stored and accessed by appropriate University staff.

I look forward to working with you and would like to thank you for considering this.

Yours sincerely