



Applied Engineering College
كلية الهندسة التطبيقية



EXTERNAL EXPERTS

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In Partnership
with



كلية لينكون
المملكة العربية السعودية
Lincoln College
Kingdom of Saudi Arabia



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7.1 External Examiner

The role of the External Examiner (EE) is fundamental to our program quality assurance and enhancement process. They enable the AEC to ensure that the degrees awarded are comparable

in standard to those nationally and internationally. The appointed EE provides the college with independent, impartial advice and guidance regarding its program and module standards, the appropriateness of taught content and assessment, and student achievement. External Examiners ensure the fair and transparent operation of AEC assessment methodologies and awards to all students.

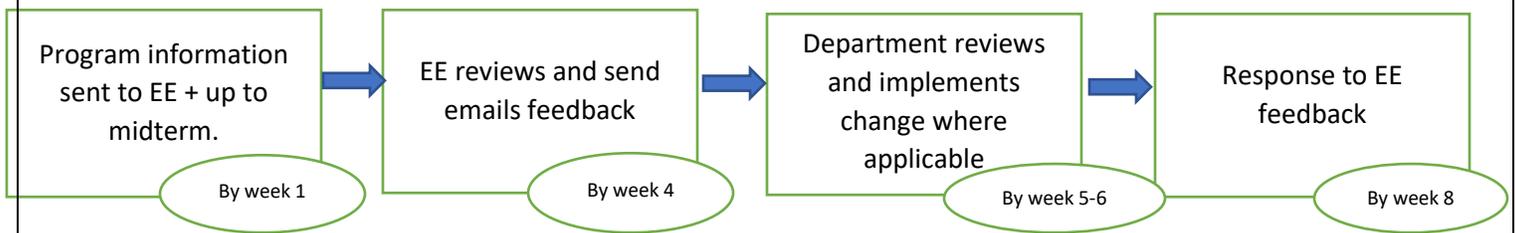
7.1.1 Appointment of External Examiners

- The number of appointed EE should be enough for each pathway to ensure time and the required expertise is available to cover all program and assessment area.
- All EE nominations must be submitted to the Dean of the AEC and should meet agreed requirements in terms of:
 - Subject Knowledge
 - HE Academic experience
 - Demonstrated understanding of EE processes
- On appointment, the AEC Associate Dean informs the EE of their role and expected duties including timeframes. Where more than one EE is assigned to a program, then it is the responsibility of the Associate Dean to articulate individual responsibilities. These responsibilities will be guided by the Head of Department and the associated program need.
- Once appointed, it is the responsibility of the Associate Dean to send the required information including:

- ✓ All Program-level information
- ✓ Module descriptors
- ✓ Assessments and marking/ grading criteria
- ✓ Guidance on AEC moderation practices
- ✓ AEC Quality Handbook
- ✓ Details of Professional, Statutory or Regulatory Body (PSRB) requirements where appropriate.

7.1.2 External Examiner Process

The External Examiner process provides AEC academic staff with a sufficient period in which to produce the program materials for submission to the EE and to consider and respond to any proposed changes. Similarly, the process provides an appropriate period for EEs to review and report on the supplied content.



7.1.3 Student Involvement

- Students are entitled to view the final EE report appropriate to their program. This version of the report may be redacted to remove particular reference to individuals
- All programs should include information available to students as to the name(s), home institution(s) and post(s) held of the appointed External Examiner(s)
- Where possible, students and/or student representation should have the opportunity to meet the External Examiner to discuss the process and impact on their studies
- Under no circumstances should a student or student representation make or attempt to make direct contact with an External Examiner. Those found to be doing so may face disciplinary action

7.2 Industry Experts

Work readiness is a key element of the AEC's provision with our graduate profile outlining the knowledge and deep skills sets that give our students a competitive advantage in the modern Saudi labor market. The college has developed several mechanisms to promote and enable meaningful industry involvement in our program design and review including the College Advisory Board, Job Fairs and Industry Days, and Program Roundtables.

7.2.1 College Advisory Board

The College Advisory Board (CAB) was established with the overall aim of empowering AEC graduates to play effective roles in the workplace, and in the spirit of cooperation and partnership between the college, students and employers. Through a range of activities that include meetings, surveys and workshops, the CAB assists and supports the college in the continual development of academic programs that comprise high-quality educational instruction and practical work experience, reflect the needs of industry and ensure the future success of our graduates.

In addition to the activities carried out by its members, the CAB meets in an official capacity no less than twice each academic year, with full minutes recorded and circulated to all members. CAB meetings comprise a varied membership that includes representation from industry, students, government education and the AEC, with a clear remit that seeks to:

- develop the college's knowledge and understanding of industry requirements;
- advise on curriculum and program development;
- infuse industry-led competencies so they become work-ready facilitate a communication network between industry and academic professionals; and,
- build a member led collaborative platform for discussion and enhancement.

7.2.2 Job Fair

As part of its provision, the AEC organizes two thematic employer events each semester. Each event occurs over a period of 1-3 days and aims to support our students in preparing for future employment and provides opportunities for employers and students to meet and discuss graduate opportunities. The job fairs are part of our on-going industry engagement mission to enhance the reputation of the AEC and at the same time develop an on-going platform where our students and industry partners can meet to discuss current or future needs.

7.2.3 Program Roundtables

The activity was designed to enhance the discussion between industry and the college. During the event industry experts are invited to discuss the following:

- ✓ Relevance of program content
- ✓ Areas covered within the programs
- ✓ Types of practical experiences
- ✓ Developed skills and competencies
- ✓ Types of assessments

