**Nomination form for the appointment of an External Advisor**

1. NAME of SUBJECT(S) TO BE REVIEWED OR FULL TITLE AND QUALIFICATION OF PROGRAMME(S) TO BE APPROVED:

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2. DATES BETWEEN WHICH THE EXTERNAL ADVISOR WILL SERVE

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| FROM |  | TO |  |

3. FOR PROGRAMME APPROVAL EVENTS, INCLUDE LOCATION OF DELIVERY AND NAME

OF PARTNER ORGANISATION, WHERE RELEVANT:

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4. TITLE AND NAME OF NOMINEE:

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5. PRESENT POST OF NOMINEE:

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6. PLACE OF WORK OF NOMINEE:

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7. LIST OF THE NOMINEE’S EXPERIENCE AS AN EXTERNAL ADVISOR (e.g. service on Panels outside employing HE Provider, QAA/OfS review work, External Examining)

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| *Insert summary of relevant experience from the CV, here:* |

8. ADDRESS AT WHICH NOMINEE MAY BE CONTACTED, INCLUDING TELEPHONE AND EMAIL:

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9. DETAILS OF NOMINEE'S ASSOCIATION, IF ANY, WITH THE PROGRAMME TEAM(S), PARTNER ORGANISATION OR SCHOOL/CENTRE DURING THE LAST FIVE YEARS:

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PLEASE NOTE: It is essential that the nominee is able to provide independent external

input to the event. A nominee should not have had certain types of association with the University in the last 5-years (e.g.) as an external examiner, as an external consultant providing advice on programme development.

If you have any queries regarding the eligibility of a nominee, please consult the relevant SEO Officer before making this nomination.

EVIDENCE OF NOMINEE'S ACADEMIC STANDING AND APPROPRIATENESS TO THE SUBJECT(S) AND PROGRAMME(S) BEINGCONSIDERED.

ATTACH CV to show: Qualifications, Teaching Experience, Internal and External Validation/Review Panel Membership, involvement in National Bodies or Agencies, External Examiner experience, Programme Leadership and Management roles held, Experience of Collaborative Provision, Research and Scholarly activities

10. NAME OF STAFF MEMBER MAKING THENOMINATION *(insert)*

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11. Head of School/Division or nominee who approves this nomination

Name *(insert)*.........................................................

Date.........................................................

Completed nomination forms should be submitted to the SEO Officer who is convening the Planning Meeting. INCOMPLETE FORMS WILL BE RETURNED