

**EXTERNAL ADVISOR**

**APPOINTMENT OF EXTERNAL ADVISOR**

**FOR A VALIDATION / REVIEW**

**NOMINATION FORM**

All sections of this form must be completed. Please refer to the Quality Manual for information on **selection criteria** and **correct procedures for approval** of nominations. Please note:

* One External Advisor is required for each validation.
* Nomination forms should be submitted as early as possible, ideally no less than 12 weeks before the validation / review event.

**SECTION ONE - DETAILS OF PROGRAMME TO BE VALIDATED / REVIEWED**

(Please complete all fields)

|  |  |
| --- | --- |
| **Faculty** |  |
| **School** |  |
| **Head of School making the nomination** |  |
| **Title of Programme** |  |
| **Programme Director** |  |
| **Date of Validation / Review** |  |

**SECTION TWO - DETAILS OF THE PROPOSED VALIDATION / REVIEW EXTERNAL ADVISOR**

(Please complete all fields)

|  |  |
| --- | --- |
| **Title (e.g., Prof., Dr.):**  **First Name:**  **Surname:**  **Present post held:** | |
| **WORK DETAILS** | **HOME DETAILS** |
| **Address**: | **Address**: |
| **Telephone**: | **Telephone**: |
| **Email**: | **Email**: |

|  |  |
| --- | --- |
| Has the proposed Advisor agreed to be nominated? | YES/NO |

**SECTION THREE – QUALIFICATIONS**

A Curriculum Vita for the nominee must be submitted as an attachment to this form and must include the following information:

1. **Details of Academic and Professional Qualifications.**
2. **Evidence of recent and relevant HE experience in the subject area(s) for which the proposed Assessor has been nominated or evidence of relevant professional experience at an appropriate level to enable them to comment of the national standards of an award.**
3. **Evidence of Research and related scholarly / professional activity or consultancy.**

**Note:** If details on any of the above are not included in the CV they must be attached separately as authorisation cannot be considered without them.

**SECTION FOUR - CRITERIA**

|  |
| --- |
| **Criteria:**  **In making recommendations for the appointment of an External Advisor, the Head of School shall ensure that the proposed assessor meets the appropriate criteria:** |
| An external Advisor should normally have five years experience in the relevant academic area and a higher degree. |
| **AND** |
| **EITHER**  A significant academic career in an appropriate field of study which involves experience as a subject or programme manager (e.g. head of school, programme director, pathway director, professional lead), or significant research record of national standing. This should be sufficient experience to enable the individual to comment on the national standards of the award. |
| **OR**  Relevant professional experience where the field of study has a professional or vocational context and, where appropriate, professional registration. This should be sufficient experience to enable the individual to comment on the national standards of the award. |

|  |
| --- |
| **Please see the criteria above and indicate how the candidate meets these:** |
|  |

**SECTION FIVE – NOMINATION INFORMATION**

|  |
| --- |
| **Give details of how the proposed External Advisor was identified:** |
|  |

|  |
| --- |
| **Specify any links (personal or professional) you or the programmes concerned may have with the nominee:** |
|  |

**SECTION SIX - AUTHORISATION FOR THE PROPOSAL TO GO FORWARD**

By signing below all parties are confirming that the external advisor is appropriate for the duties required and that there is no conflict of interest known to them between themselves and the proposed external assessor. Any considerations that might lead to uncertainty regarding conflict of interest should be described in the box above.

**Programme Director**

|  |
| --- |
| **Signed: Date:**  **Programme:** |

**SECTION SEVEN - AUTHORISATION**

|  |  |
| --- | --- |
| Head of School | |
| **Comments** | |
| **Signed:** | **Date:** |

|  |  |
| --- | --- |
| Faculty Director of Quality | |
| **Comments:** | |
| **Signed:** | **Date:** |

**Decision**

|  |
| --- |
| **Approve / Reject (please circle)** |
| **Comments:** |