**Nomination for the new appointment**

**of a External Assessor for a Panel Event**

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:

* In most cases one External Assessor is required for each panel event.
* Nomination forms should be submitted as early as possible, ideally 6 weeks before the panel event.

When liaising with the nominee, please inform the nominee that:

* Upon appointment as an External Assessor they will be required to confirm their eligibility to work in the United Kingdom. It is essential that the relevant original documentation proving the right to work is provided e.g. British Passport; European Economic Area national passport or national identity card. Please follow the link below for a fuller list of documentation that can be provided for the Right to Work check in the absence of any of the above (pages 24-25).

<https://www.gov.uk/government/publications/acceptable-right-to-work-documents-an-employers-guide>

* Payroll are unable to process fee payments until we have the relevant documentation and it is expected that the Right to Work check will be undertaken at the panel event.

# Section 1 – Details of the proposed validation / review External Assessor

|  |  |
| --- | --- |
| **1. Name** | |
| Title |  |
| First (given) name |  |
| Last (family) name |  |
| Present post held |  |
|  |
| **2. Work or Primary contact details (please delete as appropriate)** | |
| Address |  |
| Email |  |
| Telephone |  |

|  |  |
| --- | --- |
| Is the nominee aware that a Right to Work check will be required? |  |

# Section 2 – Details of the programme to be validated / reviewed

|  |  |
| --- | --- |
| Faculty |  |
| School |  |
| Title of programme |  |
| Programme Director(s) |  |
| Purpose of event |  |
| Date of event |  |

|  |  |
| --- | --- |
| Has the proposed External Assessor agreed to be nominated? |  |
| Has the proposed External Assessor been advised that they are required to attend the event and submit a report before the event? |  |

# Section 3 – Nomination information

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| **Give details of how the proposed External Assessor was identified:** |
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| **Specify any links (personal or professional) you or the programmes concerned may have with the nominee. PLEASE NOTE:**   * **The External Assessor must be independent of any purchaser, provider or regulatory body connected with the programme).**   **They must be independent from the University and this excludes nominations with whom you have a personal relationship, direct collaboration on research projects, any external examiner connections or any direct school links** |
|  |

# Section 4 – Criteria

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| **In making recommendations for the appointment of an External Assessor, the Head of School shall ensure that the proposed assessor meets the appropriate criteria:**  An external assessor should normally have five years’ experience in the relevant academic area, 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 (note: an External Assessor will always be required to meet this criteria). |
| **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. |

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| **Please see the criteria above and indicate how the candidate meets these:**  This section of the form is to be completed by the appropriate member of University staff. It is not appropriate for the nominee to be asked to complete it. |
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| **If the nominee does not meet all of the criteria above, please give details, together with a rationale for the nomination** |
|  |

A Curriculum Vitae 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 5 – Authorisation of the nomination

By signing below all parties are confirming that

* the External Assessor is appropriate for the duties required
* there is no conflict of interest known 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(s)** | | |
| Name | Signature | Date |
|  |  |  |
|  |  |  |

(Add more lines if required)

|  |  |  |
| --- | --- | --- |
| **Head of School** | | |
| Name | Signature | Date |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Faculty Director of Quality** | | |
| Name | Signature | Date |
|  |  |  |

This form must be submitted by the Faculty Quality Office.

# Section 6 – Authorisation by Quality and Standards Office

|  |  |  |  |
| --- | --- | --- | --- |
| Comments |  | | |
| Name and job title | | Signature | Date |
|  | |  |  |

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| **Decision** | | | | |
| Approve | |  | Reject |  |
| Comments |  | | | |