

**Nomination Form for the Appointment of External Advisor**

**for Approval of New Course or Periodic Review**

Guidance

* One External Advisor may be appointed by a course team to give advice during the process of course design.
* Nomination forms should be submitted by Course Director to their Faculty Director of Quality.
* Once approved, the form should be submitted to the Quality and Standards Office.

*Fields marked with asterisk must be completed.*

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| **Section One – Course Details** | |
| Course Title:\* |  |
| Course Director:\* |  |
| School:\* |  |
| Faculty:\* |  |

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| **Section Two – Details of External Advisor** | | | |
| Title and name:\* |  | | |
| Is nominee an existing External Examiner?\*  *If ‘No’ complete section three. If ‘Yes’ go straight to section four.* | | Yes | No |
| Brief rationale for using External Examiner:\* | | | |

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| **Section Three – Qualifications and Conflicts of Interest**  *Complete this section only if nominated Advisor is not an existing External Examiner* | |
| Current position: |  |
| Current employer/institution: |  |
| Email address: |  |
| Give details of how the proposed External Advisor was identified: *Please include any concerns about conflict of interest.* | |
| Provide a brief explanation about how the nominee meets the below criteria: | |

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| **Criteria**  *In making recommendations for the appointment of an External Advisor, the Head of School shall ensure that the nominee 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 manager (e.g. head of school, course director, pathway director, professional lead), or a 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. |

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| **Qualifications – CV**  *To be provided if nominated Advisor is not a current External Examiner* |
| A CV 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 Advisor 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. |

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| **Section Four – Authorisation of the Nomination** |

I confirm that the External Advisor nominee is appropriate for the duties required and that there is no conflict of interest known between ourselves and the proposed External Advisor.

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| **COURSE DIRECTOR PRINTED NAME\*** |  |  | |
| **COURSE DIRECTOR SIGNATURE\*** |  | **DATE\*** |  |

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| **HEAD OF SCHOOL PRINTED NAME\*** |  |  | |
| **HEAD OF SCHOOL SIGNATURE\*** |  | **DATE\*** |  |

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| **FACULTY DIRECTOR OF QUALITY NAME\*** |  |  |  |
| **FACULTY DIRECTOR OF QUALITY SIGNATURE\*** |  | **DATE\*** |  |
| *Any additional comments from FDQ about the nomination (if needed)* | | | |