**NOMINATION OF EXTERNAL ADVISER**

**(for programme validation/revalidation and partnership approval/review)**

**Nomination of External Adviser for:**

**Validation/re-validation** [ ]  **Partnership approval/review** [ ]

**SECTION A: Programmes to be validated / reviewed**

**Full title of programme(s) to be considered by external**

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**If the programme (or approval/review process) relates to a partner institution, please state the name of the partner:**

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**SECTION B: Proposed External Adviser – Full Details** (Please note: CV is **not** required)

**Name** (with full title)

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**Current job title** (please detail discipline e.g. Senior Lecturer in …)

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**Current place of work**

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**Full work address** (including details of Faculty/School/Department)

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|  |
| Telephone: |  | Email: |  |

**Full home address**

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| --- |
|  |
| Telephone: |  | Email: |  |

**Preferred correspondence address**

|  |  |  |  |
| --- | --- | --- | --- |
| WORK |  | HOME |  |

**Preferred language for correspondence**

|  |  |  |  |
| --- | --- | --- | --- |
| ENGLISH |  | WELSH |  |

**Relevant academic and professional qualifications** (please detail subject/discipline e.g. MSc in …)

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**Employment history in date order** (most recent first and provide detail such as Head of School in… or Senior Lecturer in…):

|  |  |  |
| --- | --- | --- |
| ***From - To*** | ***Employer*** | ***Position*** |
| MM/YY – MM/YY |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

If the external comes from outside the University system, please give a short summary of the professional experience that makes the proposed external adviser suitable for this position

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If the proposed external comes from outside the UK HE system, please detail to what extent the proposed external adviser is familiar with the UK HE system

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**Please detail any association with the University (or partner of the University) during the last FIVE YEARS**

|  |  |  |
| --- | --- | --- |
| ***From – To*** | ***Institution*** | ***Nature of association*** |
| YY – YY |  |  |
|  |  |  |
|  |  |  |

Have staff from the University (or, where applicable, the partner institution) been engaged as external advisers for similar programmes of study at the institution that the proposed external comes from within the last 3 years? **YES / NO *(if YES, the nomination cannot proceed)***

Are staff from the University (or, where applicable, the partner institution) engaged in the external examining of similar programmes of study at the institution that the proposed external comes from? **YES / NO *(if YES, the nomination cannot proceed)***

Nominees should not be associated with the proposing team or programme in a way that might compromise their ability to form an objective judgement on the proposal or the programme that they are reviewing. Examples might include associations formed during previous employment, recent external examination duties at the University, research partnerships, tutor-student or supervisor-student relationships, and any close personal relationship. In the case of previous employment or external examiner duties at the University, a period of at least 3 years should have elapsed.

Has the proposed external agreed to be nominated for appointment? **YES / NO**

***(****if* ***NO,*** *ensure that agreement has been obtained before proceeding with the nomination****)***

Has the proposed external adviser been made aware that they will be acting in a self-employed capacity? (The Academic Office will provide a guide and template invoice for claiming the fee and any expenses.) **YES / NO**

*(if* ***NO,*** *please ensure that they are content to proceed on*

*this basis before submitting the nomination)*

**Note:** An individual who acts as an external for an Institute or University validation or review of a programme will not be considered eligible to act as an external examiner for the programme should it be validated.

**SECTION C - Authorisation**

**Institute approval**

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| --- | --- | --- | --- |
| Dean (or nominee) |  | Date |  |
| Signature |  |  |

**Fee recommended by Institute\*:**

|  |  |
| --- | --- |
| **Written report only** | **Written report and attendance at risk event** |
| Single programme  | £150 | [ ]  | Single programme | £200 | [ ]  |
| Complex portfolio  | £200 | [ ]  | Complex portfolio | £250 | [ ]  |
| Other\* £…… | Rationale: |

**Please specify the number of reports the External Adviser will be required to provide:**

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|  |

The completed form should be sent to the Academic Office (email: AOexternals@uwtsd.ac.uk) for consideration by the Head of the Academic Office.

**Final approval of External Advisers – Head of the Academic Office**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

\* Please liaise with the Head of Academic Office regarding the fees for any non-standard request, such as multiple documents relating to the same portfolio/discipline.

**THIS FORM IS ALSO AVAILABLE IN WELSH**