

Validation External Panel Member

Nomination Form

Updated: 22 August 2018

Please contact Student and Academic Services if you have any queries: Senior External Examiners Officer

0117 32 83507 Audrey.Yau@uwe.ac.uk

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| **Proposed Roles and Responsibilities** |
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| Curriculum Validation is a peer-based process for the purpose of considering for approval all new programmes or high impact changes to existing programmes in accordance with the Academic Regulations and Procedures.The Validation Panel’s role is to scrutinise the new or revised programme documentation and supporting evidence, to meet with the Programme Team and other relevant stakeholders and make a judgement on the approval of the curricula. External reviewers have an important role to play, not only in providing subject expertise, but in ensuring the academic soundness and objectivity of the review process, particularly their comments and conclusions on:* The academic standards and quality of learning opportunities.
* How far the provision addresses the requirements of national external reference points and codes of practice such as the [UK Quality Code for Higher Education](http://www.qaa.ac.uk/AssuringStandardsAndQuality/quality-code/Pages/Quality-Code-Part-A.aspx) and PSRBs.
* The distinctive nature and market of the provision.
* Potential areas of strength and/or good practice related to the discipline.
* Areas for further attention and/or development.
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| **What is required of the External Panel Member to meet the requirements of the Programme Enhancement Review** |
| Scrutinise and comment upon review documentationContribute subject expertise with respect to external benchmarksContribute to the Review Report and judgement on the provision through attendance at a Review Event |

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| **Part 1a –** To be completed by the faculty |  |  |  |  |
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| **Faculty** |  | **Department** |  |
| **Quality Account Manager** |  | **Programme Lead** |  |

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| **New Validation External Panel Member Nominee Details** |
| **Nominee** | **Title** | **Forename**  | **Surname** |
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| **Contact Details** | **Email** | **Workplace** |
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| **University Validation Panel Details (Programme Titles and Date of UVP):**  |
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| **Brief Rationale to Support nomination:** |
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| **Completed by (Name, Position, Date)** |
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| **Part 1b** - To be completed by the Quality Enhancement Team |  |
| **Reciprocal Arrangements**  |
| 🛈To ensure that **reciprocal arrangements** are avoided, please give details of current/recent (within last 3 years) external examiner appointments held by members of faculty staff at the nominee’s host institution. |
| **Name of Staff Member** | **External Examining Responsibility** | **Period of Appointment (Dates)** |
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| **Part 2** |  |
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| **To be completed by the Nominee** |
| **Right to Work** | **I confirm I have the right to work in the UK.** | **Yes** | **No** |
| Please delete as appropriate to confirm the statement above. As you will be undertaking work on behalf of the University of the West of England, you will be required to submit your original Right to Work documentation to UWE Bristol before you start your role. This is a legal requirement – see the [Gov.uk site](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/638349/Employer_s_guide_to_right_to_work_checks_-August_2017.pdf) for further information.  |
| **Data Protection Information** | **I confirm I have read the Data Protection Statement.** | **Yes** | **No** |
| Please delete as appropriate to confirm the statement above. The External Examiner Data Protection Statement can be [downloaded here.](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/External-Examiner-Data-Protection-Declaration.pdf) |
| **Confidentiality Statement** | **I confirm I have read the Confidentially Statement.** | **Yes** | **No** |
| Please delete as appropriate to confirm the statement above. The External Examiner Confidentiality Statement can be [downloaded here](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/External-Examiner-Confidentiality-Statement.pdf). |

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|  **Current and/or Previous Experience with UWE within the last 5 years** |
| 🛈 Validation External Panel Members should be able to exercise impartial judgement. In order to protect their independence they should not therefore have recent close involvement with UWE or a member of UWE staff which could compromise objectivity. |
|  | **Nature of contact and dates** |
| **Current/previous association with UWE/Faculty or programme** (previous employment at UWE, visiting lectures/seminars etc.) |  |
| Current/previous association with individual staff member of UWE (academic collaboration/research, co-authorships, previous employment etc.) |  |
| Current/previous contact with student(s) of UWE(seminars/lectures given to UWE students, projects involving UWE students) |  |

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| **Part 3 -** The Quality Enhancement Team will provide you with a copy of the nominee’s CV |  |

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| **Section B - Chair of Faculty Academic Standards & Quality Committee Approved (ASQC)** |
| Comments: |
| The nomination is approved by Academic Standards & Quality Committee on behalf of Academic Board subject to compliance with the Enhancement Framework. | Yes | No |
| Completed By |  | Date |  |
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| **Section C – Student and Academic Services – Enhancement Framework Compliance** |
| Senior External Examiners’ Officer’s comments: |
| The nomination complies with the appointment criteria as determined by Academic Board within the Enhancement Framework and the appointment should be confirmed. | Yes | No |
| Completed By |  | Date |  |
| Head of Quality Enhancement Team’s comments: |
| The nomination complies with the appointment criteria as determined by Academic Board within the Enhancement Framework and the appointment can be confirmed. | Yes | No |
| Completed By |  | Date |  |

[**Return to Top**](#_top)