

 External Academic Advisor/

 External Practice Led Advisors Updated: 22 August 2018

Nomination Form

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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| External Academic Advisers and External Practice Led Advisors will be appointed for the purpose of acting as an external subject expert within a curriculum design team and will either be a current External Examiner with the relevant subject expertise or a new appointment (please see the Curriculum Approval section of the Enhancement Framework). They will provide advice on the context of current developments in the discipline, curriculum content and confirm that relevant subject benchmark statements have been mapped appropriately. |
| **What is required of the External Academic Advisor to meet the requirements of the Review** |
| You are required to attend Design Team meetings facilitated at UWE. However, if you are unable to attend you are required to complete an External Academic Adviser/Practice Led Advisor Report which your QME Account Manager will provide. |

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| **Part 1 –** To be completed by the faculty |  |  |  |  |
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| **Faculty** |  | **Department** |  |

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| **New External Academic Advisor/External Practice Led Advisor Nominee Details** |
| **Nominee** | **Title** | **Forename**  | **Surname** |
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| **Contact Details** | **Email** | **Workplace** |
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| **Programme Titles and Validation Event Date:**  |
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| **Brief Rationale to Support nomination:** |
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| **Name and position of colleague completing rationale above:** |
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**Part 1b** - To be completed by the Quality Enhancement Team

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| **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** – To be completed if the nominee is not a current external examiner  |  |
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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 Confidentiality 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** |
| 🛈 External Academic Advisors/External Pratice Led Advisors 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 |  |

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