# Form C1A

# Validation - External Expert Nomination

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| --- | --- |
| **Course:** |  |
| **Date of Standing Validation Panel meeting:** |  |

**EXTERNAL EXPERT (ACADEMIC):**

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title and Place of Work** |  |
|  |  |
| **Relevant Specialist & Subject Expertise** |  |
| **Address, mobile telephone number & e-mail address for correspondence** |  |
| **Rationale for nomination** |  |
| **I have confirmed that the nominee is available to review the course documentation and provide a report around XX date *(refer to planning meeting notes)*** | **\*Yes/No *(\*delete as appropriate)*** |
| **I have confirmed that the nominee is based in the UK** | **\*Yes/No** |
| **Any previous or current association with the University?****If yes then provide details** | **\*Yes/No** |

## EXTERNAL EXPERT (INDUSTRY):

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title and Place of Work** |  |
|  |  |
| **Relevant Specialist & Subject Expertise** |  |
| **Address, mobile telephone number & e-mail address for correspondence** |  |
| **Rationale for nomination** |  |
| **I have confirmed that the nominee is available to review the course documentation and provide a report around XX date *(refer to planning meeting notes)*** | **\*Yes/No *(\*delete as appropriate)*** |
| **I have confirmed that the nominee is based in the UK** | **\*Yes/No** |
| **Any previous or current association with the University?****If yes then provide details** | **\*Yes/No** |

If more than two externals are required please copy the table above and paste it below to enable you to enter the details of the additional externals.

## CONFIRMATION OF MEETING CRITERIA TO BE AN EXTERNAL

|  |  |
| --- | --- |
|  **Criteria**  | **Yes or No.** **If Yes then please state why the external is being proposed****You must answer all six questions.** |
| Have the proposed externals been members of University staff, governors, students or near relatives of a member of staff involved in the provision, within the last five years?  |  |
| Are the proposed externals associated with the design and/or operation of the provision under consideration? |  |
| Do the proposed externals have a close association with the provision in a management role?  |  |
| Have the proposed externals been external examiners for the University in the last five years? External examiners can be used for low-risk or franchise validations only (refer to section C of the AQSH).  |  |
| Are the proposed externals members of staff from a partner institution of the University? |  |
| Do the proposed externals have relevant UK Higher Education experience (and experience of work based learning, if relevant)? |  |

## APPROVED BY:

|  |  |
| --- | --- |
| **Head of School:** |  |
| **Associate Dean (or nominee) of Faculty:**  |  |

**Please ensure that you have referenced the guidance notes in appendix 1 of this document before submitting to** **QAE**

**Appendix 1**

## GUIDANCE ON THE COMPLETION OF THE PROPOSAL FOR VALIDATION/ ARTICULATION AGREEMENT EXPERT FORM

1. Faculties should identify people who can contribute effectively to the validation/ articulation agreement process.
2. Where large modular or inter-Faculty schemes are under scrutiny it is important to maintain a balance between experts concerned with the overall structure of the scheme and experts with specialist expertise concerned with major subject components.

External experts must have sufficient expertise to cover the major subject components. In the case of validations of work-based learning courses, experts should have both work-based learning and subject specific experience.

1. Expertsshould be drawn from a range of UK institutions of higher education and from relevant industrial, professional, or public sector backgrounds.
	1. There should be two appropriate independent external specialists, one of whom should have experience in industry, commerce, or a profession.

*Note 1:*  *for a larger number of courses it may be appropriate to nominate more than two externals to ensure that the experts have the full breadth of subject expertise.*

1. The number and names of the experts must be agreed between the Associate Dean of the Faculty (or nominee) and QAE.
2. Any previous or current association with the University of any external expert must be stated above.
3. The criteria for the nomination of validation panel members are articulated in section C (validation of new courses).

1. All sections of the form must be completed, including the column entitled rationale for nomination. If further space is required, please continue on a separate sheet.
2. The Faculty is responsible for checking their nominees are available at the time the documentation will be ready, before completing and returning this form.
3. Names of external experts normally should be submitted to QAE by the date specified at the Planning Meeting.
4. The fee payable to an external expert for their reportis **£300.**