**Form E5**

**Substantive Review External Panel Member (Industry) Nomination Form**

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| --- | --- |
| **Course(s):** |  |
| **Date of Substantive Review:** |  |

For Substantive Review panels faculties are only asked to nominate the external panel member with industry experience. All other panel members will be nominated by QAE.

**EXTERNAL PANEL MEMBER (INDUSTRY)**

|  |  |
| --- | --- |
| **Name** |  |
| **Job title and place of work** |  |
| **Previous relevant experience** |  |
| **Relevant specialist and subject expertise** |  |
| **Address, mobile telephone number & email address for correspondence** |  |
| **Rationale for nomination** |  |
| **I have confirmed that the nominee is available to attend the event in person** | **\*Yes/No (\**delete as appropriate*)** |
| **Any previous or current association with the University?****If yes, then provide details** | **\*Yes/No (\**delete as appropriate*)** |

**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** |
| **Has the proposed external been a member of university staff, governor, student or near relative of a member of staff involved in the provision, within the last five years?** |  |
| **Is the proposed external associated with the design and/or operation of the provision under consideration?** |  |
| **Does the proposed external have a close association with the provision in a management role?** |  |
| **Has the proposed external been an external examiner for the University in the last five years?** |  |
| **Is the proposed external a member of staff from a partner institution of the University?** |  |
| **Does the proposed external have relevant UK Higher Education experience?** |  |

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

**APPROVED BY:**

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

**Appendix 1**

**GUIDANCE ON THE COMPLETION OF THE PROPOSAL FOR SUBSTANTIVE REVIEW EXTERNAL PANEL MEMBER (INDUSTRY) FORM**

1. Faculties should identify people who can contribute effectively to the substantive review process.
2. External panel members must have sufficient expertise to cover the major subject components.
3. Panel members should be drawn from relevant industrial, professional or public sector backgrounds.
4. The size of the substantive review panel will reflect the scale of the provision under review but, as a guide, the panel will have a minimum of six members as follows:
* Chair
* One external panel member with relevant academic expertise
* One external panel member with industry/professional expertise relating to the subject area
* One panel member from a school unrelated to the provision under consideration
* One student panel member
* Review Officer from QAE
1. Any previous or current association with the University of any external panel member must be stated above.
2. The criteria for the nomination of substantive review panel members are articulated in section E (Substantive Review).
3. 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.
4. The faculty is responsible for checking that their nominee is available to attend the event in person before completing and returning this form.
5. The name of the external panel member (industry) should be submitted to QAE by the date specified at the Planning Meeting.
6. Fees payable to external panel members for substantive review events are **£300 per day (actual day(s) of event only)** plus expenses.