# Form C1

# Validation/Articulation Agreement Panel Nomination

|  |  |
| --- | --- |
| **Course:** |  |
| **Date of Validation/ Articulation Arrangement:** |  |

**EXTERNAL PANEL MEMBER (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 attend the event in person** | **\*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 PANEL MEMBER (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 attend the event in person** | **\*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)? |  |

## INTERNAL PANEL MEMBER:

*QAE may ask to nominate the internal panel member to allow colleagues that recently undertook Chairs training to shadow an experienced Chair before being assigned as a Chair themselves.*

|  |  |  |
| --- | --- | --- |
| **Name and job title of proposed internal panel member** | **School and Faculty**  (must be from a School unrelated to the provision under consideration | **I have confirmed that the nominee is available to attend the event in person *(\*delete as appropriate)*** |
|  |  | \*Yes/No |

## 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 PANEL 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 members concerned with the overall structure of the scheme and members with specialist expertise concerned with major subject components.

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

1. Panel members should be drawn from a range of UK institutions of higher education and from relevant industrial, professional, or public sector backgrounds.
2. Validation/articulation agreement panels must be constituted in accordance with the following model:
   1. The Chair of the event will be nominated by QAE and will have undergone specialist training for the role. (Exceptionally, and with approval of the Chair of the Education Committee, a panel may be Chaired by another member of the University or by an external member).
   2. There should be two appropriate independent external specialists, one of whom should have experience in industry, commerce, or a profession.

*Note 1 :*  *for the franchise of an existing validated field to a collaborative partner only one appropriate independent external specialist is required and this person could be an external examiner employed by the University.*

*Note 2:*  *for larger events it may be appropriate to nominate more than two externals to ensure that the panel has the full breadth of subject expertise.*

*Note 3: for events considering a degree apprenticeship – it is good practice to include an external specialist with sufficient expertise to comment on the capacity of the new programme to meet the requirements of the relevant apprenticeship standard.*

* 1. There should be two members of staff from the University, one of whom would normally come from the same Faculty as the course being considered, but not from the same School, and one external to the Faculty.

*Note: for franchise validation events a faculty representative is not required.*

1. Consult with QAE to confirm validation panel composition for low-risk validations.

1. The number and names of the panel must be agreed between the Chair of the panel, the Associate Dean of the Faculty (or nominee) and QAE.
2. Any previous or current association with the University of any external panel member 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 to attend the event in person, before completing and returning this form.
3. Names of both internal and external panel members normally should be submitted to QAE by the date specified at the Planning Meeting.
4. Fees payable to external panel members for validation events are **£300 per day (actual day(s) of event only)** plus expenses (UK-based expenses only).