# Bath Spa University Programme Design and Approval

## Nomination Form: External Panel Member or Advisor

Guidance on selection is provided at the end of the nomination form.

In the event of any queries, please contact Portfolio and Planning

Form to be completed by the proposer with support from Portfolio and Planning

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| Part 1: Programme and Event Details |
| Programme title |  |
| School |  |
| Collaborative Partner (if applicable) |  |
| Type of event e.g: Collaborative provision approval of delivery (including desk based or event)Programme design (including type of approval, e.g. Curriculum Committee, or approval panel) |  |
| Date of event (if known) |  |

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| Part 2: Nominee Details |
| Proposer of nominee |  |
| Title and name of nominee |  |
| Nominee’s current academic or professional post (including full name of organisation/employer) |  |
| Nominee’s current postal and email address |  |
| Previous employment (relevant academic or professional employment in the last 5 years) |  |
| Relevant experience and expertise(see guidance notes below) |  |

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| Part 3: Confirmation of eligibility |
| External Advisors must be able to provide evidence of their Right to Work in the UK. Please confirm with the nominee in advance that this is a requirement and that Right to Work checks will be completed in accordance with the University guidelines. (HR will require sight of passport/visa or other documentation and evidence of National Insurance number) |  |

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| Guidance on Right to Work and Fees |
| Please notify your School Operations Team when an External has been confirmed so that the necessary right to work checks can be completed. Processing the fee request form can also be completed by the School Operations Team.  |

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| Guidance on selection of External Panel Member or External Advisor |
| Academic:Able to provide the expertise of an external academic, with subject specialist knowledge and provide assurance to the University that the quality and standard of its provision, quality of learning opportunities and student experience are comparable with other institutions which includes provision may be delivered at partner providers.The nominee should:* Hold academic qualifications at least to the level of the programme under consideration.
* Have current or recent relevant UK HE teaching experience in a related discipline area
* Be familiar with UK quality issues such as Office for Students conditions of registration, QAA UK Quality Code and relevant Subject Benchmarks Statements, and Professional Regulatory Body Status requirements, if appropriate.
* Demonstrate experience of quality assurance and enhancement processes, both within and outside their institution, for example validation, periodic review, external examining, QAA reviewer, HEA fellowship, which will inform national comparisons about standards
* Demonstrate a broad knowledge of current practice and developments in teaching, learning and assessment in higher education.

Employer/Industry:Able to provide expertise from the perspective of an employer, practitioner or industry sector on areas such as skills, currency and content of curriculum, and whether the programme promotes relevant skills, knowledge and graduate outcomes.  |