# 

# External assessor nominations to validation/review panels

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Programme (s): | |  | | | |
| Proposer/Programme Leader | |  | | | |
| Faculty: | |  | | | |
| Date of Validation / Periodic Review: | |  | | | |
| Guidance  ***Role of the external assessor:***  External assessors are selected on the basis of subject and/or professional expertise. Their role is to bring to the meeting a vital independent and objective perspective founded in the subject discipline. Their particular contribution is to advise on the comparability of programme standards based on their experience of programmes offered in other institutions. Whilst external assessors have a particularly important role in advising on programme content they are also encouraged to comment on more general educational issues (such as the coherence of the teaching and learning approaches or assessment methods with the programme’s stated aims and outcomes).  ***Criteria for the role of external assessor:***  There is normally only one external assessor to provide the subject expertise on the panel. However another external assessor may be nominated if there are a range of programmes being validated or reviewed. In some cases the Faculty may wish to have a representative from industry as well as an academic external assessor (this is rarely necessary). The academic external(s) should have experience of a similar programme at another comparable HEI, usually a Senior Lecturer level or above and ideally with programme management experience. The external assessor(s) may not be a current or previous external examiner nor had any involvement in the delivery or the development of the programme(s) being validated/reviewed for the past five years. They must also not currently be serving as a collaborative co-supervisor for any postgraduate research students. Emeritus academics will be considered on a case-by-case basis. External assessors would normally only be used a maximum of three times within a five year period. Each nomination will be considered and approved on a case by case basis.  Further guidance can be found within the relevant *Codes of practice* available on the following webpage: <http://www.surrey.ac.uk/quality_enhancement/standards/index.htm>  *Please note that all nominees with the submission of this form need to provide a photocopy of their passport or other accepted documentation (photo page and relevant visa pages) to prove that they are eligible to work within the UK. They will also be required to bring their passport with them to the validation/review event to be presented to the secretary of the panel. For further information about this and a list of other documentation that is acceptable to prove your eligibility to work within the UK please see the following link* <https://www.gov.uk/government/publications/prevent-illegal-working-in-the-uk>  Please return this form as soon as possible to:  The Directorate of Quality Enhancement and Standards ([qesadmin@surrey.ac.uk](mailto:qesadmin@surrey.ac.uk)) | | | | | |
| Is the nominee eligible to undertake work within the UK? *You will need to attach a photocopy of the nominee’s passport picture page and any relevant visas.* | | | | |  |
| Has the nominee already been contacted by the Programme Leader? | | | | |  |
| Name and title: |  | | | | |
| Present post: |  | | | | |
| Address correspondence: |  | | | | |
| Telephone number: |  | | | | |
| E-mail address: |  | | | | |
| Main area of teaching/research/subject expertise: | | | | | |
|  | | | | | |
| Reason for selection, including relevant experience pertinent to the validation/review process: | | | | | |
|  | | | | | |
| Does the nominee have any existing or previous connections with the University (including acting as an external examiner)? | | | Yes |  | |
| No |  | |
| Not Known |  | |
| *If yes then please provide details* | | | | | |
| Has the nominee been involved in any QAA Review or other inspection, or do they belong to a Professional Body of Accreditation? | | | Yes |  | |
| No |  | |
| Not Known |  | |
| *If yes then please provide details* | | | | | |

|  |
| --- |
| For Quality and Standards Subcommittee |
| Approved by on behalf of Quality and Standards Subcommittee  Signed :  Name: Professor Shirley Price  Date: |