# External assessor nominations to validation/periodic enhancement event panels

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| **Programme (s) / School/Department:** | |  |
| **Proposer/Programme Leader** | |  |
| **Faculty:** | | Choose an item. |
| **Date of Validation / Periodic Enhancement:** | | Click here to enter a date. |
| **Is the nominee eligible to undertake work within the UK?** | | Choose an item. |
| **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/ periodic enhancement process:** | | |
|  | | |
| **Does the nominee have any existing or previous connections with the University (including acting as an external examiner)?** | | Choose an item. |
| *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? | | Choose an item. |
| *If yes, then please provide details:* | | |
| 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: <https://www.surrey.ac.uk/quality-framework/codes-practice>  Programme Team need to approach the External Assessor and confirm they are happy to undertake the role prior to the form being sent to Academic Quality Services.  Please return this form as soon as possible to: Academic Quality Services ([qualitysupport@surrey.ac.uk](mailto:qualitysupport@surrey.ac.uk)) | | |
| **Signed by External Assessor** (Confirming you are happy to undertake the role): | | |
| Signed: |  | |
| Name: |  | |
| Date: |  | |
| **Approved by** (Usually a member of Academic Quality Services): | | |
| Signed: |  | |
| Name: |  | |
| Date: |  | |