

**External panel representative / external advisor nomination**

*To be completed by the Programme Leader/Link Tutor in conjunction with the Director of School/Head of Department and submitted to Academic Registry who will seek PVC (Education) approval and write to the nominee to confirm appointment. A brief CV should be submitted to support the nomination. The passport scan is for events held in the UK only and is to meet UKVI requirements.*

*[Programme Leader/Link Tutor to complete all sections of the approval template unless otherwise indicated]*

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| **External panel representative/External Advisor nomination form** | |
| **Partner Institution:** |  |
| **Programme name and award details:** |  |
| **SIS Programme Code:** |  |
| **Faculty:** |  |
| **Name and title of proposed panel representative/advisor:** |  |
| **Present post:** |  |
| **Address for correspondence:** |  |
| **Telephone number:** |  |
| **Email address:** |  |
| **Main area of teaching/research:** |  |
| **Main managerial responsibilities:** |  |
| **Reason for selection, including relevant experience pertinent to the validation process:** |  |
| **Nomination approved by the Director of School (or equivalent) (name and date)**  *By signing you are indicating that:*   * *you have discussed the nomination with the Programme Leader.* * *you have read the criteria for external panel representatives/external advisors and that, to your knowledge, the nominee meets the criteria.* * *you endorse the nomination.* |  |
| **Nomination form, current CV and passport scan (if required) received by Academic Registry (date):** | [Academic Registry to complete] |
| **Date Approved by PVC (Education):** | [Academic Registry to complete] |
| **Appointment letter and GDPR privacy statement sent to nominee by Academic Registry (date):** | [Academic Registry to complete] |