

**External panel representative / external advisor nomination**

*To be completed by the Programme Leader/Link Tutor in conjunction with the Director of School and submitted to Academic Registry who will seek the Head of Academic Quality and Standards’ approval and verify the nominee’s right to work in the UK. If fully approved (a nomination will not be considered fully approved until it has been approved by the Head of Academic Quality and Standards* ***and*** *the nominee’s right to work in the UK has been verified), Academic Registry write to the nominee to confirm their engagement. A brief CV should be submitted to support the nomination.*

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

|  |
| --- |
| **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 and current CV received by Academic Registry (date):**  |  [Academic Registry to complete] |
| **Nomination approved by the Head of Academic Quality and Standards to progress to Right to Work verification stage?** | YES/NO [Academic Registry to complete] |

|  |
| --- |
| **Right to Work Check** |

In line with new Government guidelines, the way in which Academic Registry now conducts Right to Work checks for external panel members has changed. A passport scan is no longer accepted as a legal option for undertaking the check.

External panel members will now have to undergo one of three processes to complete the check:

1. Nominees with an in-date British or Irish passport will undertake a Yoti check.
2. Nominees that do not have a British or Irish passport will need to develop a Share Code from Gov.uk [here](https://www.gov.uk/prove-right-to-work). The Share Code will need to be provided to Academic Registry when the nomination form is submitted, in addition to the nominee’s date of birth. Upon providing this code, an MS Teams call will then take place between a member of Academic Registry and the nominee to confirm their identity.
3. Nominees with an expired British or Irish passport will have to provide their documentation physically. The passport can be brought in-person or sent via the post.

Please note that if the event is taking place outside of the UK, then a Right to Work check is not necessary. Only nominees sitting on panels taking place in the UK (either online or in person) need to undergo a Right to Work check.

The appointment of an external panel member cannot be confirmed until the Right to Work check has been completed. Please indicate below how the nominee will be undertaking the Right to Work check, by checking the box next to the applicable option.

[ ]  1. Nominee will undertake a Yoti check with their in-date British or Irish passport.

[ ]  2. Nominee will develop and provide a Gov.uk Share Code and their date of birth to Academic Registry.

[ ]  3. Nominee will provide their physical documents to Academic Registry.

|  |  |
| --- | --- |
| **Right to Work check completed (date):**  | [Academic Registry to complete] |
| **Date Approved by Head of Academic Quality and Standards:** | [Academic Registry to complete] |
| **Appointment letter and GDPR privacy statement sent to nominee by Academic Registry (date):** |  [Academic Registry to complete] |