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| Nomination form for an external academic for a validation event  Please refer to the [Selection Criteria](https://www.staffs.ac.uk/about/corporate-information/quality/docs/pdf/external-academic-panel-member-selection-criteria.pdf) when completing the form.  Please submit the completed form to your **Design Sprint Quality Officer** at least 6 weeks prior to the proposed event date. |  |

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| **PART A – EVENT DETAILS**  *To be completed by the University presenting team* | |
| **A1.** | **Anticipated refinement event date:** |
| **A2.** | **Course(s) to be considered at the event:**  *(please specify where provision is delivered by a partner institution)* |

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| PART B – DETAILS OF PROPOSED EXTERNAL ACADEMIC PANEL MEMBER*To be completed by the proposed external panel member* | | | |
| **B1.** | Name: | | |
|  | Title: | Surname: | |
|  | Forename(s): | | |
| **B2.** | Present Post: | | |
|  | Present Position: | | |
|  | Present Place of work: | | |
|  | Address for Correspondence: | | |
|  | Post Code: | | |
|  | Telephone Number: | | |
|  | Email Address: | | |
| **B3.** | CV: Please attach, or provide a link to, your CV.  CV attached: YES / NO\* (\*delete as appropriate)  URL: | | |
| **B4.** | **Eligibility to Work in the United Kingdom**  In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, University of Staffordshire is required to ascertain your legal right to work in the UK.  Please confirm your current status in terms of entitlement to work in the UK by selecting one of the following options:  I am a British citizen/EU/EEA National and do not require permission to work in the UK  I am NOT a British citizen/EU/EEA National but I have permission to work in the UK  I am NOT a British citizen/EU/EEA national and I would require permission to engage in paid work in the UK  In order to meet our obligations under the Act, the University is required to check an original document, from the list of Approved Documentation. These checks must be carried out in your presence and prior to any work being undertaken (this includes consideration of written documentation, prior to the event). Once your nomination has been approved by the University, QES will contact you to agree how these checks will be undertaken. If you are unable to attend the University in person, alternative arrangements will be made to carry out the checks via Skype/FaceTime. The original documentation will need to be submitted and returned by special delivery post (postage costs will be reimbursed by the University).  **If you are not able to produce the required documents, you will be unable to undertake work for University of Staffordshire**. | | |
| **B5.** | **Conflicts of Interest**  (a) Over the last five years have you been:  A member of staff, a governor, a student, or an  external examiner for the University?  An employee at one of the University’s partners? | | Choose an item.  Choose an item. |
|  | (b) Do you have any personal connection (for example, relative) with any member of the presenting team? | | Choose an item. |
|  | (c) Are you a close working colleague of any member of the presenting team? | | Choose an item. |
|  | If the answer to any of the above is YES, please give further details: | | |

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| **PART C – SCHOOL CONSIDERATION**  *To be completed by the Associate Dean Students or their nominee* | | |
| **C1.** | **Knowledge and Experience** | |
|  | 1. Does the nominee have experience of leading or contributing to a similar course(s) in the subject area concerned and therefore have knowledge of the Framework for Higher Education Qualifications and appropriate subject benchmark statements? | Choose an item. |
|  | 1. Does the nominee hold an academic qualification to at least the level of that under consideration? | Choose an item. |
|  | 1. Is the nominee experienced in the design of curricula/training programmes of at least the level of the programme(s) under consideration? | Choose an item. |
|  | (d) Have any conflicts of interest been declared in Part B above? | Choose an item. |
|  | If you have answered ‘No’ to any of the questions (a)-(c) or ‘Yes’ to question (d) above, but still consider the nominee to be appropriate for the role, please provide brief details below: | |
| **C2.** | **School Approval**  Nomination Approved? Choose an item.  Name:  Date:  Comments (if relevant): | |
| **Approved nominations should be sent to Quality Assurance and Enhancement (**[**academicquality@staffs.ac.uk**](mailto:academicquality@staffs.ac.uk)**)** | | |

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| **PART D – UNIVERSITY APPROVAL**  *To be completed by Quality Assurance and Enhancement* | |
| **D1.** | Applications should be approved by Quality Assurance and Enhancement, on behalf of the University’s Quality Enhancement Committee.  Nomination Approved? Choose an item.  Name:  Date:  Comments (if relevant): |

Quality Assurance and Enhancement

**February 2024**