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# Nomination of External Advisers (Collaborative Provision)

This form should be used for the nomination of External Advisers for events relating to collaborative programme validations and collaborative reviews.

**Role of External Adviser and criteria for appointment**

The External Adviser’s main role is to give an independent and objective view and to draw on their wider experience of provision elsewhere.

Ideally, External Advisers should have experience of collaborative activities in their own institution and be a senior academic employed by a UK HEI.

The proposed candidate must have experience in at least one of the following areas:

* Expertise in the subject area of the programmes(s) being considered
* Experience as an external examiner at another UK Higher Education Institution (HEI) (for UG and PGT Collaborations)
* Experience as an External Adviser for a UK HEI
* Participation in appropriate professional body accreditation activity as a panel member
* Experience of Doctoral Training Partnership collaborations (for PGR collaborations)

As well as the above criteria, Academic Leads should also note:

* The External Adviser cannot be a current external examiner for UoL and must not have been involved in the development of the programme under consideration.
* A previous UoL external examiner may participate as an External Adviser only when five years have elapsed since the end of their tenure.
* The External Adviser must be independent and have had no close interaction with the partner institution or any members of the Programme Management Team of the collaboration under consideration.

**Nomination**

The nomination form should be submitted to the appropriate AQSD Quality Officer by the relevant Academic Lead. Any potential conflict of interest must be declared as part of the nomination. The nomination will be reviewed by the Director of AQSD and the External Adviser will be notified by the Academic Lead once their nomination has been approved.

For desk-based review activity the External Adviser is normally expected to submit written feedback to the appropriate Quality Officer in advance of the review event for consideration by the Panel. External Advisers will receive a standard (taxable) fee of £200 for desk-based events. If an Institutional visit is required, the External Adviser may be asked to attend in person if required, and will receive a (taxable) fee of £400 per day. Travel and accommodation will be arranged by UoL and reasonable expenses incurred in connection with attendance will be reimbursed. Any costs associated with carrying out the review process will be met by the relevant Programme Management Team.

**Right to work in the UK**

External Advisers must bring original documents which provide evidence of their right to work in the UK with them to the event where they are required to attend. If the External Adviser is not asked to attend the event in person a validated copy may be submitted.

**External Adviser: Nomination Form**

***Nomination form for External Advisers for Collaborative Partnership reviews/validations***

(To be completed by the UoL Academic Lead)

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| **Name of Collaborative Partner, Programme and Award:** |  |  |
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| **Name of UoL Academic Lead:** |  |  |
|  | | |
| **Lead UoL Department/ School/ Institute/ Faculty:** |  |  |
|  | | |
| **Name and job title of proposed External Adviser:** |  |  |
|  | | |
| **Nominee’s main area of teaching and/or research:** |  |  |
|  | | |
| **Institution:** |  |  |
|  | | |
| **Address:** |  |  |
|  | | |
| **Tel:** |  |  |
|  | | |
| **Email:** |  |  |
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| **Why do you consider the nominee to be an appropriate external adviser for this proposal?** |  |  |
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| **Has the nominee been associated with UoL or the Collaborative Partner in the last five years?**  **If so, in what capacity?** |  |  |
|  | | |
| **Are you aware of any conflicts of interest?** |  |  |
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| **For AQSD use only** | |  |
| **Outcome:** |  |  |
|  | | |
| **Date:** |  |  |
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