

Nomination of External Panel Member (EPM) for Approval, Validation and Review Panels (Collaborative Provision)

This form should be used for the nomination of external panel members for events relating to partner approval, programme delivery approval, programme validations and collaborative reviews. Please note that collaborative reviews are not the same as periodic reviews and that there is a separate nomination form for that process. Please refer to the [Guide to Managing Collaborative Provision](#) for more information. Please note that the fee is subject to tax but expenses are not.

Role of external panel member (EPM) and criteria for appointment

The EPM's main role is to give an independent and objective view of the quality of the proposal and to draw on their wider experience of provision elsewhere which can counter any inward-looking tendencies.

External panel member(s) should have experience of collaborative activities in their own institution. For programme delivery approval and validation events, in particular, expertise in the subject area under proposal is essential. EPMs must also be legally eligible to work in the UK.

If the EPM is also a representative of professional practice or industry we are looking for their knowledge of the features of programmes that lead to a valuable professional, creative or vocational preparation.

Appointment criteria

To meet the criteria for selection the candidate must have one or more of the following credentials, depending on the type of collaborative event they are nominated for (please select all that apply):

| | |
|--------------------------|--|
| <input type="checkbox"/> | Experience as a Quality Assurance Agency (QAA) reviewer |
| <input type="checkbox"/> | Expertise in the subject area of the programmes(s) being considered |
| <input type="checkbox"/> | Experience as an external examiner at another UK Higher Education Institution (HEI) |
| <input type="checkbox"/> | Experience as an EPM for a UK HEI |
| <input type="checkbox"/> | Participation in professional body accreditation activity as a panel member |
| <input type="checkbox"/> | Contribution to the debate about subject quality at a national level, for example through subject associations |
| <input type="checkbox"/> | Distinction by way of scholarship and research within the subject |

As well as the above criteria, nominees should also take into account the following:

- The external panel member should not be a current external examiner for the parent programme management board of the programme relevant to the event nor have been involved in the development of the programme.
- A previous DMU external examiner may be invited to participate as an external panel member but only once five years have elapsed since his/her end of tenure.
- An EPM can be nominated up to three times but not for an event at the same partner.
- The external panel member must be completely independent and therefore not have close interaction with the partner institution nor any members of the programme team of the programme being considered.

Appointment process

The recommendation for the nominee can come from the faculty at DMU, an external source within the UK HE network, the collaborative partner, the Department of Academic Quality, Educational Partnerships or the Global Partnerships Unit at DMU. Please consider the type of event that the EPM has been selected for as this will determine what experience is required. For events involving multiple subject areas or complex itineraries (e.g. overseas events), it *may* be necessary to consider more than one EPM for the event.

Nominees should complete the Nomination of External Panel Members form (see page 3) and include a CV. EPMs will be notified by the event's servicing officer in writing once their nomination has been approved. The servicing officer manages the nomination process.

1. *Standalone Partner Approval (faculty owned provision only, see page 3 for events that fall under validation service provision) and Collaborative Review events (relevant to all provision)*

The nomination form should be considered by the Head of Educational Partnerships (EP) / Director of TNE or nominee and then forwarded to the Partnerships Manager (Quality) for endorsement. If endorsed, the nomination will then be forwarded to the Head of the Department of Academic Quality (DAQ) for approval on behalf of the Academic Quality Committee (AQC). Where applicable, internal endorsement will be required from the collaborative partner from the Curriculum Area manager (or equivalent) and the HE Manager (or equivalent). Where this is the case, the relevant boxes should be checked on page 5 "Endorsements of Nomination".

2. *Partner approval followed by consecutive programme delivery approval or validation event (where programme is faculty owned)*

The nomination form should be considered by the Head of Educational Partnerships (EP)/ Director of TNE or nominee and then forwarded to the Partnerships Manager (Quality) for endorsement. It should then be approved by the PVC/Dean or Associate Professor (Quality) of the relevant faculty, on their behalf, as evidence of PMB and Faculty support for the nomination and forwarded to the Head of the Department of Academic Quality (DAQ) for approval on behalf of the Academic Quality Committee (AQC). Where applicable, internal endorsement will be required from the collaborative partner from the Curriculum Area manager (or equivalent) and the HE Manager (or equivalent). Where this is the case, the relevant boxes should be checked on page 5 "Endorsements of Nomination".

3. *Programme approval (validation service) or joint partner and programme approval (validation service)*

Internal endorsement will be required from the collaborative partner from the Curriculum Area Manager (or equivalent) and the HE Manager (or equivalent). The nomination form should be considered by the Head of Educational Partnerships (EP)/ Head of the Global Partnerships Unit (GPU) or nominee and then forwarded to the Partnerships Manager (Quality) for endorsement. If endorsed, the nomination will then be forwarded to the Head of the Department of Academic Quality (DAQ) for approval on behalf of the Academic Quality Committee (AQC).

Right to work in the UK

In order for the University to comply with its legal duties under the Immigration, Asylum and Nationality Act (2006) the University must ensure it has checked that all external panel members are eligible to work in the UK. External panel members are asked to indicate their status on the external panel member nomination form (attached). Panel members may be asked to bring original documents which evidence the right to work in the UK with them to the event along with a photocopy at the point of confirming approval of the nomination. The servicing officer will then check the original and write on the photocopy that the originals have been seen, their name and title, contact details and date. If an external does not bring details to the event as requested, the original should be sent as soon as possible thereafter by post or, alternatively, a validated copy from their line manager or HR department will be acceptable.

What to include in the CV

The CV should include the following information: Higher Education and professional qualifications; Employment history; Current or recent EPM appointments; External Examiner experience; Teaching experience; Research and related scholarly/ professional activity/ consultancy and any other information in support of the Appointment Criteria listed on page 1.

NOMINATION FORM FOR COLLABORATIVE PROVISION

Type of appointment (please select the box as appropriate. If a combined partner and programme related event is taking place please select both relevant boxes):

- ☐ Partner Approval (faculty owned)
- ☐ Programme delivery approval event (faculty owned)
- ☐ New programme Validation (faculty owned)
- ☐ Partner Approval (validation service)
- ☐ New Programme Validation (validation service)
- ☐ Collaborative Review (relevant to all provision)

| Details of Collaborative Partner to be approved/reviewed | |
|---|-----------------------|
| Name: | |
| Location: | |
| Proposed date of validation/approval/review event: | |
| Details of programme proposal | |
| Programme : title and award | |
| : mode(s) / length of study | |
| Proposed location of delivery: (i.e. Associate College, DMU, etc) | |
| Host Faculty: | |
| Programme Management Board: | |
| Programme Leader: | |
| Proposed start date of partnership / programme: | |
| Details of Proposed External Panel Member (EPM Nominee to complete) | |
| Name & title: | |
| Present post: | Role: Institution: |
| Address for correspondence: | |
| Telephone number: | Work: Mobile: |
| Email address: | |
| Main area of teaching and / or research: | |
| Other relevant experience pertinent to the validation / approval / review process: | |
| Qualifications (CV should be added – see ‘What to include in the CV’, p.2) | |
| Do you have any previous connection with De Montfort University or the partner institution (see notes on page 1)? If so, please provide details and timespan of any interactions. | |

Confirmation of right to work in the UK – I confirm my eligibility to work in the UK (in accordance with the Immigration, Asylum and Nationality Act (2006):

| | | | |
|----------------|--|--------------|--|
| SIGNED: | | DATE: | |
|----------------|--|--------------|--|

Endorsements of Nomination

(please check all required parties have endorsed the nominee before forwarding for approval)

| Type of event | Endorsement | |
|---|---|--------------------------|
| Standalone Partner Approval, programme validation, delivery approval or Collaborative Review | Curriculum Area Manager at partner institution (or equivalent) – <u>if applicable</u> | <input type="checkbox"/> |
| | HE Manager (or equivalent) at partner institution – <u>if applicable</u> | <input type="checkbox"/> |
| | Partnerships Manager (Quality) | <input type="checkbox"/> |
| Combined Partner and programme delivery approval or validation event (where programme is faculty owned) | Curriculum Area Manager at partner institution (or equivalent) – <u>if applicable</u> | <input type="checkbox"/> |
| | HE Manager (or equivalent) at partner institution – <u>if applicable</u> | <input type="checkbox"/> |
| | Partnerships Manager (Quality) | <input type="checkbox"/> |
| Programme approval (validation service) or joint partner approval and programme approval (validation service) | Curriculum Area Manager (or equivalent) at partner institution | <input type="checkbox"/> |
| | HE Manager (or equivalent) at partner institution | <input type="checkbox"/> |
| | Partnerships Manager (Quality) | <input type="checkbox"/> |
| Details of person recommending this nominee: | Name: Role: Institution | |

DMU Approval of Nomination

| Type of event | Approval | Signature: |
|---|---|------------|
| Partner Approval or Collaborative Review | Head of Department of Academic Quality (or nominee) | |
| Partner approval and programme validation/ delivery event (where programme is faculty owned) | PVC/Dean or faculty Associate Professor (Quality) | |
| | Head of Department of Academic Quality (or nominee) | |
| Programme approval (validation service) or partner approval and programme approval (validation service) | Head of Department of Academic Quality (or nominee) | |