

EXTERNAL SUBJECT ADVISER NOMINATION FORM

Summary of Key Points to Note When Completing the Nomination Form

- This nomination form is for the approval of an External Subject Adviser to either undergraduate OR postgraduate taught programmes.
 - The nomination form should be received six months before the start of the programme **or** as soon as possible after Executive Board approval for new partners and programmes **or** as soon as possible after a new programme has been approved at an existing partner.
 - Before the form is sent to Educational Partnerships, please ensure that the nominee meets at least one of the appointment criteria, as listed at the end of this form and that a full rationale is provided.
 - If the nominee has had a close and persistent contact with a current member of staff of the partner institution or DMU at any time during the previous five years please ensure that detailed information is given, including dates, in section B5.
 - Section A should be completed by the partner
 - Section B should be completed by the nominee
 - Section C should be completed by the Programme Area Manager, or equivalent, and then the HE Manager, or equivalent.
 - Completed forms should then be email to UK Validation Services, along with a CV.
 - Completed forms will then be submitted to the Partnerships Manager (Quality) for review and then onto the External Examiner and Reviewer Appointments Committee (EEARC)
- Please ensure all sections are completed. Failure to do this may result in the nomination form being returned.**

SECTION A

PARTNER AND DEPARTMENT DETAILS

A1 – Partner and Curriculum Area/Department Details	
Name of the Partner:	
Curriculum Area/Department:	
Programme Coordinator or equivalent:	
Rationale for Appointment:	
Level of Study:	Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/>
Proposed Period of Tenure DD/MM/YY: (Normally 4 Years from first session start date)	From: <input style="width: 150px; height: 30px;" type="text"/> To: <input style="width: 150px; height: 30px;" type="text"/>

A2 - Programmes
Please list the main programme or programmes the External Subject Adviser will be associated with.
Programme Names

SECTION B

DETAILS OF PROPOSED EXTERNAL SUBJECT ADVISER

B1 - Name of Subject Adviser					
Title:	Prof	Dr	Mr	Mrs	Ms
	Other <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Name:					
Surname:					
Gender					

B2 - Contact Details	
Preferred Point of Contact:	Work <input type="checkbox"/> Home <input type="checkbox"/>
Work Address:	
Post Code:	
Work Telephone Number:	

Work Email Address:	
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Home Address (Optional):	
Post Code (Optional):	
Home Telephone Number (Optional):	
Home Email Address (Optional):	

B3 - Employment Details		
Retired:	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Current Employer	Position	Dates

B4 - Employment History		
Previous Employers	Position	Dates

B5 - Association with the Partner
Details of any close and persistent contact between the nominee and DMU or any current members of staff of the partner institution and DMU's associated partners. Please include dates.

B6 - Relevant Experience		
Brief account of any other relevant experience over past five years.		
Experience detail	Employer	Dates

B7 – Higher Education and Professional Qualifications		
Brief account of Higher Education and Professional Qualifications.		
Qualification	Institution	Year Conferred

B8 - Teaching Experience
Brief account of any teaching responsibilities over the last five years, if relevant.

B9 - Research and Related Scholarly/Professional Activity/Consultancy
Brief account of research activities or major publications over the last five years.

SECTION C

ENDORSEMENTS/AUTHORISATION

Please check the following before gaining signatures:	Please Tick to Confirm:
Does the nominee meet at least one of the appointment criteria and is the nominee entirely independent of the collaborative partner?	
If the nominee has a previous association with DMU or its associate partners, is there detailed information and dates in section B5?	
Has the form been completed fully?	
Completed By:	

Declaration & Approval by partner Head of Curriculum Area/Department	
I can confirm that the Curriculum Area/Department has paid due regard to PSRB requirements where relevant.	
College Head of Curriculum Area Signature:	
Date:	

Partner Head of Higher Education or equivalent Signature:	
Date:	

External Subject Adviser Role

Period of Appointment

For an initial period of four years, on a part-time basis. For External Subject Advisers (ESAs) involved in the validation of a new programme the appointment period will normally be 5 years.

Time Commitment

As a minimum ESAs will be required to undertake at least three visits to the partner as suggested below. There may be times when ESAs are asked to undertake other occasional work above and beyond what is detailed below. In these cases ESAs will be remunerated accordingly.

- Visit One – Attendance at partner Programme Management Board (PMB) and meet with colleagues from the University
- Visit Two – Mid-year visit to review resources and meet with students
- Visit Three – End of year visit to review the Annual Partner Monitoring Review Report and Programme Enhancement Plans

Remuneration

Annual Fee

ESAs will receive £400 on completion of an annual report, and claim form, at the end of year. In addition ESAs will receive a visit fee of £90 per visit, up to a maximum of three visits. Any additional visits will need to be approved by the Head of Educational Partnerships (EP) before being undertaken.

ESAs who are the ESA for more than one programme will receive an additional fee of £200 for each programme. The maximum number of three visits will still apply for ESAs with more than one programme.

Expenses

ESAs will be able to claim for reasonable expenses, travel, accommodation, subsistence (up to £36 per day) as detailed in De Montfort University's Business Expenses Policy. Expenses will be paid on the completion of a claim form.

Programme Development

ESAs who are involved in the development of new programmes, at new or existing partners, will receive an annual fee of £450. If the ESA then chooses to act as the ESA once the programme has been validated then the normal annual fee will apply as stipulated above.

Role

Main tasks:

- Take an overview of the curriculum and advise the University and its partner(s), regarding the relevance, appropriateness and currency of the curriculum
- Advise the University and its partner(s) on the appropriateness of proposals for curriculum modifications and developments and approve any curriculum modifications
- Provide an expert view on subject content in partner produced publicity material
- Review the resources available to students on the programme and advise on their appropriateness
- Review the annual Programme Appraisal and Enhancement (PAE) Report from the Collaborative Partner(s) and advise the University and its partner(s) accordingly
- Advise the University on the appropriateness of staff CVs when they are received from the Collaborative Partner(s)

- Attend at least one Programme Management Board (PMB) in each academic year
- Meet with UK Validation Services (UKVS) and Academic Quality Services (AQS) bi-annually for one-to-one discussions and development opportunities.

Criteria for appointment:

- Only persons of seniority and with appropriate experience will normally be appointed as External Subject Advisers. In particular, subject advisers will be expected to have academic experience teaching and assessing at least at the same level of the validated provision.
- External Subject Advisers normally need one or more of the following credentials:
 - Experience as a QAA Academic Reviewer, or Auditor
 - Experience as an external examiner at another institution
 - Representing a PSRB in accreditation activity
 - Other contribution to the debate about subject quality at a national level, for example through Subject Associations
 - Distinction by way of scholarship and research within the subject
- External Subject Advisers shall be entirely independent of the collaborative partner

External Subject Advisers should not normally be appointed if they have had close and persistent contact with a current member of staff of the collaborative partner at any time during the previous five years. Examples of close contacts would include relatives of partners/collaborators in research/scholarship/other published work. Specific information will be required on the nomination form, including dates, to enable the committee to make an accurate decision.