**Nomination Form for Periodic Review External Assessors**

Please complete this form with the names of two candidates to act as External Reviewers at your forthcoming Periodic Review.

External members of Periodic Review panels will normally be employed within a recognised Higher Education Institution and be able to offer an expert and objective opinion. The nomination of other professionals including representatives of professional associations is also acceptable. Externals should be from different institutions to each other.

You must ensure that:

1. They are available on the date of the review.
2. They meet the criteria outlined below:

* They are not a member of a governing body or committee of Imperial College.
* They do not have a close professional, contractual, research or personal relationship with a member of staff or student involved with the programme(s).
* They have not been a student at the College within the past five years.
* They have not been a staff member at the college within the past five years (including honorary appointments).
* They have not acted as a taught course external examiner at Imperial within the last five years.

1. Departments are required to pay any travel or other expenses incurred by external examiners which are in excess of the maximum amount of £300 that Registry will reimburse.

If approved by the Chair of the PRQC / Director of the Graduate School (for PG programmes) or the Vice Provost (for UG programmes), we will contact the examiners to formally invite them and provide more information about the Review Process.

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| **Name of Nominee**: |
| **Contact Email**: |
| **Institution**: |
| **Link to Personal Webpage**: |
| **Expertise relevant to the role:** Short description of their relevant expertise, i.e. role, specialisms, prior experience of setting up of reviewing programmes. |
| **Departmental Confirmation:**  I confirm that this person meets the criteria outlined above and is not associated with the department in a way that might compromise their ability to form an objective judgement. |
| **Submitted by:** Name & Role  **Date**: |

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| **Name of Nominee**: Joe Bloggs |
| **Contact Email**: [Joe.Bloggs@eng.ac.uk](mailto:Joe.Bloggs@eng.ac.uk) |
| **Institution**: University of England |
| **Link to Personal Webpage**: [www.uniofengland/staff/blggs-joe.co.uk](http://www.uniofengland/staff/blggs-joe.co.uk) |
| **Expertise relevant to the role:** Joe is Head of the Department of XX and had XX years’ experience of managing similar programmes. Prior to this he has worked as DPS for XX years and a lecturer for XX years.  His area of specialism is XXX which is a key component of our courses. He has assisted with setting up programmes Masters programmes at Liverpool and Bristol, and has acted as a PhD examiner at numerous institutions around the UK. |
| **Departmental Confirmation:**  I confirm that this person meets the criteria outlined above and is not associated with the department in a way that might compromise their ability to form an objective judgement. |
| **Submitted by:** John Smith, Head of Department  **Date**: 1st Jan 1900 |