Nomination form for Periodic Review External Reviewer

Purpose

1. Please complete this form with the names of two candidates to act as External Reviewers at your forthcoming Periodic Review. Reviewers 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 Reviewers must be from different institutions to each other.
2. Please ensure that both External Reviewers are available on the date of the review.
3. Nominations must meet the following criteria:
   1. They are not a member of a governing body or committee of Imperial College London.
   2. They do not have a close professional, contractual, research or personal relationship with a member of staff or student involved with the programme(s).
   3. They have not been a student at the university within the past five years.
   4. They have not been a staff member at the university within the past five years (including honorary appointments).
   5. They have not acted as a taught course external examiner at Imperial within the last five years.
4. Departments are required to pay any travel or other expenses incurred by External Reviewers which are in excess of the maximum amount of £300 that Registry will reimburse.

If approved by the Director of the Early Career Researcher Institute or nominee (for PGR programmes) or the Vice Provost (Education and Student Experience) (for taught programmes), the Quality Assurance and Enhancement team will contact the External Reviewers to formally invite them and provide more information about the review process.

External Reviewer nomination one:

|  |  |
| --- | --- |
| Name of nominee: |  |
| Email: |  |
| Institution: |  |
| Link to personal webpage or CV: |  |
| Expertise relevant to the role: | Short description of their relevant expertise, i.e. role, specialisms, prior experience of setting up or reviewing programmes if this is not included on webpage or CV |
| 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:  Date: | Name & role |

External Reviewer nomination two:

|  |  |
| --- | --- |
| Name of nominee: |  |
| Email: |  |
| Institution: |  |
| Link to personal webpage or CV: |  |
| Expertise relevant to the role: | Short description of their relevant expertise, i.e. role, specialisms, prior experience of setting up or reviewing programmes if this is not included on webpage or CV |
| 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:  Date: | Name & role |

Please return completed forms to Sameera Sacoor, Quality Assurance Administrator – [s.sacoor@imperial.ac.uk](mailto:s.sacoor@imperial.ac.uk)