[](https://www.ljmu.ac.uk/)

**Academic Partnership New Staff Appointment**

*This application should be completed in order to seek approval from the Validation and Review Oversight Panel (VROP) for an individual from a partner organisation to deliver on an award(s) of Liverpool John Moores University.*

*To enable the application to be considered by VROP it* ***must*** *be accompanied by the applicant’s CV (utilising the university’s agreed template) and* ***must*** *be endorsed by the applicable Liverpool John Moores University Link Tutor.*

*Applications* ***must*** *be submitted to VROP in a timely manner, and in advance of the date the individual is due to commence delivering on an award of Liverpool John Moores University. Please note, until the application has been approved by VROP the individual from the partner organisation is unable to deliver on an award of Liverpool John Moores University.*

*Applications should be submitted to the applicable Liverpool John Moores University Link Tutor* ***at least two weeks*** *prior to the* [*VROP paper deadline*](https://www.ljmu.ac.uk/academic-registry/staff/quality-and-standards/committees)*.*

*A separate application form* ***must*** *be completed for each individual for which a partner organisation is seeking approval to deliver on an award of Liverpool John Moores University.*

*Please send all* ***complete*** *application forms to the* [*Curriculum Development and Review*](mailto:curriculum_development_and_review@ljmu.ac.uk) *inbox.*

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| 1. **Partner Institution** |
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| 1. **Name of applicant** | | |
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| 1. **Job Title at Partner Institution** | | |
|  | | |
| 1. **Contract Type** | | |
|  | | |
| 1. **Date of Appointment at Partner Institution** | | |
| **Day** | **Month** | **Year** |
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| 1. **Will the applicant be replacing a member of staff approved to deliver on an award of Liverpool John Moores University?** | |
| **Yes** | **No** |
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| **If “Yes”, please confirm the name of the individual who is being replaced.** | |
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| 1. **Please confirm the proposed award(s) of Liverpool John Moores University on which the applicant will deliver?** | | |
| **Programme code** | **Award** | **Programme Title** |
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*Please add more rows, if necessary.*

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| 1. **Please confirm the proposed module(s) the applicant will deliver?** | |
| **Module Code** | **Module Title** |
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*Please add more rows, if necessary.*

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| 1. **Please confirm the date the applicant will begin to deliver the module(s) identified in section 8?** | | |
| **Day** | **Month** | **Year** |
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| **10. Other than contributing to delivery, will the applicant have any other responsibilities in relation to the award(s) of Liverpool John Moores University identified in section 7?** | |
| **Yes** | **No** |
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| **If “Yes”, please summarise these responsibilities below** | |
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***Please note, to enable the application to be considered by VROP, sections 1-10 must be completed in full.***

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| **Link Tutor Endorsement** |

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| **Having considered the application and the applicant’s CV, the Link Tutor is asked to confirm that they are satisfied that:** | | | | |
|  | | **Yes** | **No** | **N/A** |
| The applicant is qualified to the appropriate level as set out within the [Collaborative Staff Qualifications Policy](https://policies.ljmu.ac.uk/UserHome/Policies/PolicyView.aspx?c=3). | |  |  |  |
| The applicant’s qualification is in a cognate area to the programme(s)/module(s) being taught. | |  |  |  |
| **If applicable**, the applicant’s qualifications are appropriate for the requirements of a Professional, Statutory or Regulatory Body/Bodies | |  |  |  |
| The applicant holds a teaching qualification and/or has relevant teaching experience. | |  |  |  |
| **If an answer of “No” has been provided to any of the above, are you satisfied that this is offset by other aspects of the applicant’s experience and/or expertise?** | | | | |
| **Yes** | **No** | | | |
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| **If “Yes”, drawing on supporting evidence from the applicant’s CV, please explain your response.** | | | | |
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| **If there are any other comments you would like to make regarding the suitability of the applicant to deliver on the award(s) of Liverpool John Moores University please state below** |
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| **I confirm that I endorse the applicant to deliver on the award(s) and modules set out in sections 7 and 8. Based on my consideration of the application and the applicant’s CV, I am satisfied with the appropriateness of their qualification(s) (both in terms of level and discipline), their expertise and their experience.** | |
| **Name of Link Tutor** |  |
| **Date** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **International Qualification Verification (to be completed by Academic Registry)** | | | | |
|  | | **Yes** | **No** | **N/A** |
| If applicable, has the alignment between the Qualification Framework (under which any international qualifications have been awarded) and the Framework for Higher Education Qualifications been verified? | |  |  |  |
| **Method of verification, e.g. Ecctis check** |  | | | |
| **Date of verification** |  | | | |

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| **Date approved by the VROP** |
| *To be completed by the Secretary of VROP* |