

Specialist provider panel – Survey: Nominating body form

Note: This is a preview of the online survey form, for information only. Please submit nominations using the online form, available at: www.officeforstudents.org.uk/advice-and-guidance/funding-for-providers/funding-for-specialist-providers/the-specialist-provider-panel/.

The OfS is establishing a specialist provider panel ('the panel') as a time-limited committee of the board to oversee and make decisions in relation to whether a registered higher education provider is a world-leading specialist provider. Providers who meet initial eligibility criteria will be eligible to make a submission to the panel to be assessed as world-leading against published criteria.

We are now seeking nominations from organisations of individuals to become members of the panel. Further information is available on our website at: www.officeforstudents.org.uk/advice-and-guidance/funding-for-providers/funding-for-specialist-providers/the-specialist-provider-panel/.

How to make a nomination(s)

1. Please submit a nomination by **noon on Friday 4 February 2022** by completing the online form below.
2. You can choose to 'save and continue' at any point, but to enable this feature you will need to provide your name and email address. You will be emailed a unique link which you can use to return to your nomination form at a later stage.
3. If you have any questions about this nomination process, require this document in an alternative format or need assistance with the nomination form, please email specialists@officeforstudents.org.uk. Please note that this email address **should not** be used to submit your nomination form.

Short form privacy notice

Here is a short summary of how the personal information you submit will be held and used:

- Submitting a nomination is optional.
- In order to process nominations, we are undertaking a two-stage approach:
 - Stage one: we are seeking nominations of individuals from organisations. We will ask about the organisation the nominator is from, so we can ensure we receive nominations that reflect a wide spectrum of subject specialisms and that the panel includes, or has access to, individuals with an internationally recognised reputation in their specialism. We will also ask for the name and contact details of the nominator to enable us to contact them about

their nomination. We will also ask for the name and contact details of the nominee to enable us to contact them at stage two.

- Stage two: following receipt of nominations, we will contact all nominees. We will ask for their equality and diversity data (also known as special category data). It will be optional for nominees to provide us with this data to enable us to monitor the nomination pool to support us in establishing a diverse panel and to monitor equality and diversity data across all our committees.

This privacy notice covers both stages of the nomination process.

In order to process nominations, we are collecting personal information from the nominator and the nominee. To achieve the above aims, the specific uses that will be made of your personal information are listed below:

Nominating body:

- The nominating body's name, nature of nominating body and field of interest will enable us to ensure we have a wide spectrum of subject specialisms and that members of the panel have an internationally recognised reputation in their specialism.
- Name, email address and position of the person making the nomination so that we may contact them for any queries relating to the form.
- If we want to use the personal information from the nominating body for a reason other than those purposes set out above, we will tell them before we start that use and provide further information about the new purpose(s).

Nominee:

- The nominee's name and email address so that following receipt of nominations, we can contact all nominees to confirm their availability and willingness to be on the panel, confirm if they wish to add anything else to the submission made by the nominating body, collect equality and diversity data (optional), conflict of interests and to provide them with the outcome of the nominations process.
- Current role(s) and organisation(s) they work for to ensure we have a wide spectrum of subject specialisms and that members of the panel have an internationally recognised reputation in their specialism.
- If we want to use the personal information of nominees for a reason other than those purposes set out above, we will tell them before we start that use and provide further information about the new purpose(s).

When we contact nominees (stage two) we will collect separately equality data from nominees to monitor the nomination pool to support us in establishing a diverse panel, to monitor equality and diversity data across all our committees, as well as fulfilling our obligations under equality legislation. This is also known as special category data. It is optional for nominees to provide this data and if they choose to supply it, we will not make this information available to any staff outside

of the Human Resources team in a way that can identify the nominee. Their nomination will not be affected if they choose not to supply equality and diversity data.

We will be using SmartSurvey to collect the information from nominators which offers a 'save and continue later' functionality, and to make use of this you will need to provide your name and email address in order that SmartSurvey can send you a personalised link. Information collected through SmartSurvey is stored on secure servers in the UK or EU and does not leave Europe at any point. Their privacy notice can be accessed via their website: <https://www.smartsurvey.co.uk/privacy-policy>. The OfS does not have access to any personal data submitted to SmartSurvey for this functionality.

Nominees' personal information (including equality and diversity data) will be held on Workday and will be stored securely within the European Economic Area (in Ireland and backed up in Germany) and will not be transferred outside that territory unless required by a court order.

The final membership of the panel will be published on the OfS website and this will include a list of names of individuals and any conflicts of interest. It will not contain other personal data such as contact details or the name of the organisation and individual that made the nomination.

We will retain the personal data of nominees and nominators for one year after the publication of decisions the panel has taken.

The Office for Students is the Data Controller.

The legal basis for processing your personal information is:

- **Article 6(1)(a) Consent:** the individuals will give clear, withdrawable consent for us to process their personal data for a specific purpose.
- **Article 9(2)(a) – special category data:** the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

It will be stored on secure servers within the UK.

It will not be routinely shared with any other organisations.

You have certain rights in relation to your personal information, which are set out at: <https://ico.org.uk/your-data-matters/>.

You may contact our Data Protection Officer at dp@officeforstudents.org.uk with any queries or concerns you have about the use of your personal information.

You may also wish to read the full privacy notice, available at www.officeforstudents.org.uk/ofs-privacy/other-privacy-notices/.

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|---|-----|
| By ticking this box I consent to the OfS collecting and using personal data to receive nominations for the specialist provider panel. Please refer to the privacy notice for further details. | Yes |
|---|-----|

Nominee has agreed to nomination

Your nominee must have agreed to the nomination, and sharing of their contact details. Please note that if you answer 'no' to the following question, your nomination form will be automatically disqualified.

| | |
|---|----------|
| Confirm that nominee has agreed to nomination | Yes / No |
|---|----------|

Nominating body details

| | |
|-------------------------|--------------------------------|
| Name of nominating body | |
| Nominating body website | (if none, please enter 'none') |

Nominator's details

| | |
|---|--|
| Nominator's contact name | |
| Nominator's position within the nominating body | |

Nominator's contact details

| | |
|-----------------------------------|--|
| Nominator's contact email address | |
|-----------------------------------|--|

Describe the nature of the nominating body and its field of interest:

| |
|-------------------|
| (limit 500 words) |
|-------------------|

Nominee details

| | |
|---|-------------------|
| Name of nominee | |
| Nominee's current role(s) and organisation(s) they work for | (limit 200 words) |

Nominee's contact details

| | |
|-------------------------|--|
| Nominee's email address | |
|-------------------------|--|

Nominee's subject area of expertise

Please choose from the list of subject areas, shown by the Common Aggregation Hierarchy (CAH) level 1 grouping of 21 subjects. Level 1 of the CAH is defined at www.hesa.ac.uk/support/documentation/hecos/cah-list. For further information about HECoS codes, see www.hesa.ac.uk/support/documentation/hecos.

You may choose up to 3 subject areas:

- Medicine and dentistry (CAH01)
- Subjects allied to medicine (CAH02)
- Biological and sport sciences (CAH03)
- Psychology (CAH04)
- Veterinary sciences (CAH05)
- Agriculture, food and related studies (CAH06)
- Physical sciences (CAH07)
- Mathematical sciences (CAH09)
- Engineering and technology (CAH10)
- Computing (CAH11)
- Geography, earth and environmental studies (CAH26)
- Design, and creative and performing arts (CAH25)
- Architecture, building and planning (CAH13)
- Media, journalism and communications (CAH24)
- Social sciences (CAH15)
- Law (CAH16)
- Business and management (CAH17)
- Language and area studies (CAH19)
- Historical, philosophical and religious studies (CAH20)
- Education and teaching (CAH22)
- Combined and general studies (CAH23)
- Other (please provide an explanation below)

Describe the nature of the nominee's expertise in the selected areas

For example, within the broad CAH category 'Design, and creative and performing arts (CAH25)', the nominee may be an expert in the field of contemporary dance or in the field of ballet.

(limit 200 words)

| | |
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| If not appointed to be a member of the panel, confirmation the nominee would be willing to be contacted to provide additional expert advice, should the panel require this | Yes/No |
|--|--------|

Confirmation of no known conflict of interest

It should be noted that we will not accept nominations:

- Of individuals who are currently, or are known will be, employed (whether paid or unpaid) by, or studying at, a specialist provider that meets the proposed initial eligibility criteria to make a submission to the panel.
- Of individuals with an immediate family member who are currently, or are known will be, employed (whether paid or unpaid) by, or studying at, a specialist provider that meets the initial eligibility criteria to make a submission to the panel. We define immediate family members as an individual's spouse or partner, parents and grandparents, siblings, children or grandchildren.

Guidance on conflicts of interest are set out on the OfS website at

<https://www.officeforstudents.org.uk/media/026f9327-d606-4d0d-8b3d-8ee015a422d9/ofs-board-proceedings-and-code-of-conduct-november-2019.pdf>.

| | |
|--|---------|
| To the best of my knowledge the nominee does not have a conflict of interest, as described by the OfS above. | Confirm |
|--|---------|

Reason for nomination

Please provide evidence about why the nominee is suitable to be a member of the panel. This should include reference to the person specification (available on our website at at:

<https://www.officeforstudents.org.uk/advice-and-guidance/funding-for-providers/funding-for-specialist-providers/the-specialist-provider-panel/>).

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|--------------------|
| (limit 1000 words) |
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Thank you for taking the time to nominate a member to join the OfS panel to determine whether providers are world-leading specialist providers.

Thank you for submitting your nomination.

We will contact individuals nominated after the nomination process closes at noon on Friday 4 February.

You can make more than one nomination, but only if they provide expertise in different subject specialisms, as defined by level 1 of the Common Aggregation Hierarchy (CAH) of the Higher Education Classification of Subjects (HECoS): you may not nominate more than one person per subject specialism. If you would like to make another nomination (for a different subject specialism) please complete another nomination form.