**University of Exeter Aurora Nomination Form 2024-2025**

Please refer to [application process guidance](https://www.exeter.ac.uk/staff/development/leadership/aurora/) and read all the information on this form prior to submission. Final deadline for applications to be received by People Development is **Friday 26th July** to allow processing time for the deadline of **Wednesday 31st July** (this will ensure the university is able to benefit from Advance HE’s early bird price – however you can still apply after this date. Please contact People Development for further advice).

If you wish to apply, please check with the [HR Business Partner](http://www.exeter.ac.uk/staff/employment/abouthr/contact/businesspartnersadvisors/) for your area, as there may be additional steps to the application process within your Faculty/Professional Service e.g. approval by a senior leadership team, in addition to your line manager.

Applications must be approved by your Faculty/Professional Service and submitted to [peopledevelopment@exeter.ac.uk](mailto:peopledevelopment@exeter.ac.uk); you will then be sent your chosen cohort private booking link and guidance on the booking process so that you can register and book your place. **You will need a PDF copy of your Purchase Order available when booking your place.**

**Booking Process:**

**Delegates are responsible for registering for a MyAdvance HE Account and uploading a PDF copy of their purchase order when booking their place. Guidance will be sent with your chosen cohort’s private booking link.**

|  |  |
| --- | --- |
| **Name** |  |
| **Staff Number** |  |
| **Email Address** |  |
| **College /**  **Professional Service** |  |
| **Department** |  |
| **Job Title** |  |
| **Preferred Cohort (view options** [**here**](https://www.advance-he.ac.uk/programmes-events/aurora#Aurora)**)** *If you cannot make the dates of the Wales and Southwest England cohort, you can select an alternative cohort.* |  |
| **Why would you like to take part in Aurora?** |  |
| **How will Aurora support you in your career development?** |  |
| **How will you measure success of the Aurora programme?** |  |
| **Supporting statement to be completed by your Line Manager** |  |
| **Line Manager’s name** |  |

☐ I confirm that I am able to attend the full programme and undertake any relevant self-directed study, as directed by the programme leaders.

☐ I understand that my personal data will entered onto the Advance HE electronic booking system for the purposes of course registration and administration in line with [Advance HE’s privacy policy for participants](https://www.lfhe.ac.uk/en/utilities/privacy-policy/privacy-policy-for-participants.cfm) and in line with the [University of Exeter staff data privacy policy](http://www.exeter.ac.uk/privacy/staff/).

☐ Please tick if you consent to your name and email address being shared with other Exeter delegates on the 2023/24 Aurora programme. You can withdraw your consent by emailing [peopledevelopment@exeter.ac.uk](mailto:peopledevelopment@exeter.ac.uk). (In previous years, some delegates have made contact with each other e.g. to network and discuss programme content.)

☐ I understand that I will be contacted in future years to provide mentoring support to other Exeter delegates on the Aurora programme. (The amount of support expected is not prescriptive but having received a funded place, we ask all delegates to be willing to share their expertise and experiences with future delegates)

|  |  |  |
| --- | --- | --- |
| Delegate signature |  | Date: |
| Line Manager Signature |  | Date: |

☐ My Faculty/Professional Service has agreed to fully fund the place at the cost of £975.

If you require guidance on how to obtain a purchase order, please talk to your Faculty/Professional Service finance team. Alternatively, your Faculty’s Executive Assistant may be able to advise you.

**Information you need to provide to the colleague who raises your purchase order:**

**Supplier:** Advance HE (supplier 103146)

**Cost of programme:** Early Bird Rate: £1045 (no VAT)

Rate from 1st August £1100(no VAT)

**Dates:** (*provide dates of the cohort you wish to attend)*

***You will need a copy of the purchase order available to upload at the time you are booking your place.***