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**University of Exeter Aurora Nomination Form 2022-23**

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
**Monday 19th September 2022** (this will ensure the university is able to benefit from Advance HE’s early bird price – please contact People Development to discuss if you are applying after this date).

Before applying, 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 College/Professional Service e.g. approval by a senior leadership team, in addition to your line manager.

Applications must be approved by your College/Professional Service and submitted to 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.**

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| --- | --- |
| **Name** |  |
| **Staff Number** |  |
| **Email Address** |  |
| **College /****Professional Service** |  |
| **Department** |  |
| **Job Title** |  |
| **Preferred Cohort (view options** [**here**](https://www.advance-he.ac.uk/sites/default/files/2022-06/Aurora-2022-23-cohort-dates.pdf)**)** *If you cannot make the dates or do not wish to attend 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.advance-he.ac.uk/privacy) 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 2022/23 Aurora programme. You can withdraw your consent by emailing 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 College/Professional Service has agreed to fully fund the place at the cost of £975 (or £925 if your approved application is submitted to People Development by Monday 19th September and you finalise your booking with Advance HE no later than 30th September).

If you require guidance on how to obtain a purchase order, please talk to your College/Professional Service finance team. Alternatively, your College’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:** £975 (no VAT) - £925 if meet the deadline for early bird offer

**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.***