***Guidelines to fill in this form:***

* *The form should be filled out electronically (i.e. not by hand)*
* *The form should be filled out using keywords rather than sentences. We kindly ask you to be as concise as possible.*
* *Please send the form back to* *info@musique-qe.eu****IN WORD FORMAT TOGETHER WITH YOUR CV****. All forms are collected yearly until 1st June and considered by the MusiQuE Board during its first meeting after the summer.*
* *Please delete all instructions in italic once you have filled out the form so that only your profile remains.*

**Name:**

**Country:**

**Current position:**

**Fields of music expertise:**

*The “Fields of Expertise” are the most important headings when reviewers are chosen for a particular review. Thus, the keywords you indicate should reflect very clearly the specific field(s) in which you are an expert.*

**Other fields of non-musical/organisational expertise:**

*The “Fields of Expertise” are the most important headings when reviewers are chosen for a particular review. Thus, the keywords you indicate should reflect very clearly the specific field(s) in which you are an expert.*

**Leadership Position in Institution: Yes/No**

*(Please delete the incorrect word. Please note the Yes/No field applies also to the past situation. You can therefore delete the “No” if you have been in a leadership position in the past)*

**Position:**

*If you currently hold a leadership position in an institution, for example rector or head of a department, please state the title and from which* ***date*** *you have had this position.*

*Please also list any former leadership positions you have had at a conservatoire, accompanied by the* ***start and end******dates*** *of the position (only the years are necessary).*

**Artistic and/or academic qualifications:**

*List any degrees or diplomas you have obtained in any area of music: practice, research or pedagogy etc. Exact dates are not necessary under this heading*

**Knowledge/experience in teaching and learning in higher music education:**

*Please focus on teaching practice here, rather than teaching qualifications.*

**Experience as an external examiner (e.g. instrumental/vocal specialist, moderator, and observer):**

*Please indicate here if you have served on assessment panels outside your institution (in formative and/or summative performance assessments) or with the role of overseeing final examinations in different departments as a generalist.*

*Please indicate briefly the institution(s) in which you have served, the examiner role(s) you had and, if relevant, the discipline(s).*

**Experience in development, design, and provision of higher education programmes in music:**

*Please give details on your experiences in activities such as curriculum development or quality assurance activities*

**Experience/Knowledge in QA in Higher Music Education** Yes/No *(Please delete the incorrect word)*

*Please summarise your experience with QA and/or accreditation outside your institution (involvement as reviewer, chair or counsellor in national or international procedures, research on the topic, participation in working groups, etc.). Please indicate the year in which you undertook this activity. Please do not only answer yes/no.*

Active Participation in QA in Own Institution Yes/No *(Please delete the incorrect word)*

*Here you can summarise if you have done any QA Activities in your own institution, how many you may have done and in what year. (Please do not only answer yes/no)*

Experience with AEC or MusiQuE reviews Yes/No *(Please delete the incorrect word)*

*Please indicate if you have taken part in AEC reviews: name of the institution reviewed, year of the review, and your role: team member or chair). Please do not only answer yes/no.*

Participation in a MusiQuE peer-reviewers workshop

 2012 Yes/No *(Please delete the incorrect word)*

 2014 Yes/No *(Please delete the incorrect word)*

**Other international experience:**

*Here you can mention for example any boards of which you have been a member. This heading is for information differing from QA experience, which is very often carried out internationally.*

**Language skills**

Mother tongue or equivalent:

*Indicate the language(s) in abbreviations, e.g. NL, FR, DE, SW, etc.*

**Skills in other languages**

In which language(s) are you able to read accreditation documents? *Indicate the language(s) in abbreviations, e.g. EN, DE, etc*.

In which language(s) are you able to contribute to an accreditation visit: *Idem*

In which language(s) are you able to understand discussions (panel members/institutional representatives)? *Idem*

In which language(s) are you able to write an accreditation visit report? *Idem*

**Contact details**

Date of birth:

Country of birth:

E-mail address:

Work phone number:

Mobile phone number:

Professional address:

Personal address: