

**EXTERNAL EXAMINER NOMINATION FORM**

**TAUGHT PROGRAMMES AND TAUGHT COMPONENTS OF PRACTITIONER DOCTORATES AT THE UNIVERSITY OF SURREY AND ITS ASSOCIATED/ACCREDITED INSTITUTIONS[[1]](#footnote-1)**

**This form is available to download at** [**http://www.surrey.ac.uk/quality\_enhancement/examiners/appointment/index.htm**](http://www.surrey.ac.uk/quality_enhancement/examiners/appointment/index.htm) **and should be completed electronically and can be completed with electronic signatures. The form is a Word document, if you need more spaces in the boxes simply continue to enter text**

**SECTION A – NOMINEE DETAILS**

**(To be completed by the nominee)**

**1. – PERSONAL AND CONTACT DETAILS**

|  |  |
| --- | --- |
| **Surname** |  |
| **First name(s)** |  |
| **Title** |  |
| **Current post** |  |
| **Name of institution** |  |
| **School/department** |  |
| **Address for correspondence** |  |
| **Contact telephone no** |  |
| **Email** |  |

**2. – QUALIFICATIONS AND EXPERIENCE**

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| **(a) Please provide information on any current and previous external examiner experience***. (Please note that external examiners should not normally hold more than two concurrent appointments as an external examiner*) |
| Institution | Programme/subject | Level (UG/PGT) | Start date | End date |
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| **Please provide information under the headings below**. **Alternatively provide a CV which includes the relevant information. Individuals who have retired should provide sufficient evidence of continuing involvement in the academic area in question, and with current developments in higher education, learning, teaching and assessment** |
| **(b) Academic qualifications** |
| Qualification | Institution | Year obtained |
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| **(c) Professional qualifications/membership** |
| Professional body | Qualification/status of membership | Period of membership |
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| **(d) Employment history (last 10 years)** |
| Employer | Position | Period of appointment |
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| **(e) Main areas of teaching responsibility (over the last 10 years) (eg module or programme leadership, experience of designing, programmes, modules, assessment** |
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| **(f) Major publications (books, articles in refereed academic or professional journals) with dates,** |
| Publication | Date |
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| **(g) Any other relevant experience eg research/scholarly activity/professional activity/consultancy** |
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**3. – ELIGIBILITY TO WORK IN THE UK**

The Home Office requires that all those undertaking work in the UK have the legal right to do so and as such the University has a legal obligation to ensure that all nominees are eligible to fulfill the role of external examiner (see [Summary Guide for Employers on Preventing Illegal Working in the UK](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/286642/summary-guidance.pdf)). To do this, proposed external examiners are asked to submit a copy of their UK/EEA passport (please scan or photocopy the page containing the photograph, and the front cover of the passport), or a passport with a valid visa entry, or other relevant documentation that demonstrates their eligibility to work in the UK.

All new external examiners should present their current *original* passport (photocopies are not acceptable) during registration at the Induction Day, to allow recording of sight of the original passport. In cases where external examiners cannot attend the Induction Day, they should present their passport to the Faculty on their first visit to the University.

**4. – NOMINEE DECLARATION**

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| **Please tick the box to confirm that there are no members of staff from your department who are already external examiners at the University of Surrey or one of its Associated/Accredited Institutions** |  |

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| **To the best of my knowledge, the particulars given by me on this form are correct and, if appointed, I agree to conduct all of the duties of the role as laid out in the University’s *Code of practice for external examining: taught programmes*** |
| Signed:Print name: | Date: |

Please note that you should not undertake any work for the University or Accredited/Associated Institution until you have received an official letter of appointment from the University.

Please attach the passport photocopy and forward this form to the relevant contact within the nominating School/Department to complete Section B.

**SECTION B – NOMINATING DETAILS**

**(To be completed by the nominating Faculty or Associated/Accredited Institution)**

**5. – DETAILS OF APPOINTMENT**

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| **Title of programme(s) and award** (*please enter all stand-alone awards associated with the programme; there is no need to include any subsidiary awards*) |  |
| **School/Department** |  |
| **Name and contact details of Programme Leader** |  |
| **Start date of appointment*****(This should be at the beginning of the academic year –1 September for undergraduate and 1 November for postgraduate programmes.)*** |  |
| **Duration of appointment*****(This should normally be for four academic years)*** |  |
| **Total number of external examiners required for the programme(s)** |  |
| **Does the nominee replace an existing external examiner?** | Yes |  | No |  |
| **If yes, please provide the name and institution of the existing external examiner (*Please note that the nominee cannot be from the same home department as the outgoing external examiner*)** |  |
| **Is there a requirement for approval by a Professional, Statutory or Regulatory body?** | Yes |  | No |  |
| **If yes, has approval been obtained/when will it be obtained** |  |
| **If the nominee has no previous experience as an external examiner, what support will be provided by the School/Department?** |  |

**6. – PROGRAMME DETAILS**

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| **Modules for which the external examiner will take particular responsibility** (*Please provide the list of modules below even if the examiner is responsible for the whole programme. Please enter SITS module code where applicable eg MAN2003; AIs please enter level only. Only provide information for Level 4 modules if the programme is a stand-alone CertHe*) |
| Module(s) | SITS code/and or level | Credit value |  | Module(s) | SITS code/and or level\* | Credit value |
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**7. – APPOINTMENT CRITERIA**

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| **The University’s *Code of practice for external examining: taught programmes* requires that external examiners fulfil the following criteria:** | **Yes / No (*please enter below*)** |
| 1 | Knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of academic quality |  |
| 2 | Competence and experience in the fields covered by the programme of study, or parts thereof |  |
| 3 | Relevant academic and/or professional qualifications to at least the level of the qualification being externally examined and/or extensive practitioner experience, where appropriate |  |
| 4 | Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures |  |
| 5 | Sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers |  |
| 6 | Familiarity with the standard to be expected of students to achieve the award that is to be assessed |  |
| 7 | Fluency in English and, where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that external examiners are provided with the information to make their judgements) |  |
| 8 | Where applicable, meet the criteria set by professional, statutory or regulatory bodies |  |
| 9 | Awareness of current developments in the design and delivery of relevant curricula |  |
| 10 | Competence and experience relating to the enhancement of the student learning experience |  |
| **If the answer is no to any of the above please explain why the nominee does not meet the criteria and provide a rationale in support of their appointment** |
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| **The School/Department/Faculty confirms that the proposed external examiner:** | **(*please tick below*)**  |
| 1 | Is not a member of a governing body or committee of the University/AI, or one of its collaborative partners, or a current employee or student of the University/AI or one of its collaborative partners |  |
| 2 | Does not have a close professional, contractual or personal relationship with a member of staff or student involved with the programme(s) |  |
| 3 | Is not now or in the future, in a position to influence significantly the future of students on the programme of study |  |
| 4 | Is not significantly involved in current or recent substantive research activities with a member of staff who is closely involved in the delivery, management or assessment of the programme(s)/module(s) in question |  |
| 5 | Is not a former member of staff or student of the University/AI unless a period of five years has elapsed and all students taught by or with the proposed external examiner have completed their programme(s) |  |
| 6 | Has not previously served as an external examiner for the programme(s) within the past five years  |  |
| 7 | Is not from a Department where a member of the School/Department at the University/AI is currently serving as an external examiner |  |

**8. – FACULTY APPROVAL**

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| **Approved by the Associate Dean (Learning and Teaching) on behalf of the Dean of Faculty or Nominated Officer for Accredited and Associated Institutions**  |
| Signed:Print name: | Date: |

Please submit this completed form to Dr Svetlana Reston, Academic Quality Officer (Quality Enhancement and Taught Programmes), Directorate of Quality Enhancement and Standards, Senate House, 1203SE, together with supporting CV, if applicable, and the passport photocopy.

**SECTION C – APPROVAL**

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| **For Quality Enhancement and Standards use only** |
| Received by QES | Date: | Forwarded to SPACE | Date: |
| Approved by/on behalf of SPACE |
| Signed:Print name: | Date: |
| Annual fee |  |
| Letter of appointment sent to nominee | Date: |
| External examiner detailed recorded by QES | Date: |

1. Guildford College, North East Surrey College of Technology, Farnborough College of Technology, Royal Academy of Dance, Chartered Institute of Personnel and Development [↑](#footnote-ref-1)