[](http://www.surrey.ac.uk/)

**EXTERNAL EXAMINER NOMINATION FORM**

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

**This form is available to download from the** [**University website**](https://www.surrey.ac.uk/academic-quality-services) **and should be completed electronically 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** |  |
| **Address for correspondence** |  |
| **Mobile Number** |  |
| **Work Email** |  |
| **Alternative Email** |  |
| **Date of Birth** |  |

**\* All fields are mandatory**

**2. – QUALIFICATIONS AND EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(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 |
|  |  |  |
|  |  |  |
|  |  |  |
| **(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) (e.g., module or programme leadership, experience of designing, programmes, modules, assessment** | | |
|  | | |
| **(f) Major publications (books, articles in refereed academic or professional journals) with dates,** | | |
| Publication | | Date |
|  | |  |
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|  | |  |
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| **(g) Any other relevant experience e.g., research/scholarly activity/professional activity/consultancy** | | |
|  | | |

**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 fulfil the role of external examiner (see [Employer’s guide to right to work checks, April 2022](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1066838/Employer_s_Guide_to_Right_to_Work_Checks__PDF_.pdf)). To do this our HR Department will be in contact following the appointment confirmation. **For this reason, please ensure prior to completing the form that you have the right to work in the UK.**

**Following your appointment with the Academic Registry you will then be sent an email from our Human Resources department asking you to apply and complete the application so we can set you up on our system for your position of External Examiner at our institution. This process is to ensure that they can carry out the right to work checks and get your IT account set up ready to be able to use our SurreyLearn VLE site.**

**4. – NOMINEE DECLARATION**

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| --- | --- |
| **Please tick the box to confirm that you hold a UK bank account.**  **To be paid for this role you must hold a UK bank account as required by our payroll department** |  |

|  |  |
| --- | --- |
| **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** |  |

|  |  |
| --- | --- |
| **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*** [**here**](https://www.surrey.ac.uk/quality-framework/codes-practice) | |
| Signed:  Print name: | Date: |

Please note that you should not undertake any work for the University or its Accredited Institution until you have received an official contract from the University.

If your nomination is approved, the letter of appointment will be sent to you electronically from [externalexaminers@surrey.ac.uk](mailto:externalexaminers@surrey.ac.uk) - please ensure that this address is added to your Contacts/Safe Senders list in your nominated email account.

**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 October)*** |  | | | |
| **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**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 e.g., 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 Nominee/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 Director of Learning & Teaching on behalf of the Pro-Vice-Chancellor, Executive Dean of Faculty or Nominated Officer for the Accredited Institution** | |
| Signed:  Print name: | Date: |

**SECTION C – APPROVAL**

**9. – ACADMIC REGISTRY APPROVAL**

|  |  |
| --- | --- |
| **For Academic Registry use only** | |
| Approved by Academic Registry | |
| Signed:  Print name: | Date: |

1. Farnborough College of Technology [↑](#footnote-ref-1)