For any queries concerning the completion of this form, please contact quality@rau.ac.uk

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| School completing this form: |
| School contact:*(name, email)* |  |
| Head of School (or nominee): agrees the appointment will conform to the statements in section E.  | Name: |
| Signed: |
| Date: |

The personal information entered into this form will be used by the Royal Agricultural University only for the purposes stated below:

* To enable the Academic Quality and Standards Committee (AQSC) to make a decision as to whether to appoint;
* To set up staff payroll and IT accounts;
* Please note the name and institution will be shared with students via their programme page on Gateway (VLE);
* The University will process your data in compliance with the General Data Protection Regulation (GDPR) and its enactment into UK law. View our full [Data Protection Policy](https://www.rau.ac.uk/sites/files/rau/policies/RAU%20Data%20Protection%20Policy%202018.pdf) and [Data Breach Policy](https://www.rau.ac.uk/sites/files/rau/policies/RAU%20Data%20Breach%20Policy%202018.pdf).
* Our full privacy notices can be viewed on the following link: <https://www.rau.ac.uk/privacy-notices>.

**Please note, the adjustments to right to work checks introduced on 30th March 2020 as part of the response to coronavirus (COVID-19), will end on 30th September 2022.
As of 1st October 2022, all Right to Work checks will be conducted in person at the University and the process needs to be completed before External Examiners commence any work for the University.  For further guidance or clarification on requirements, please contact** **human.resources@rau.ac.uk** ***Please note, the University UG and PGT External Examiners are treated, for tax purposes, as if they were employees who may be liable for PAYE and subject to right to work (RTW) checks. Fee payments to external examiners - UG and PGT are therefore required to go via the Payroll system.***

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| Section A: Nominee’s details *(to be completed by the nominee)* |
| Name and title: |  |
| Current post: |  |
| Higher Education Institution (incl. department), or place of work *(please attach CV or provide link to professional profile, eg. LinkedIn, University website)*: |  |
| Contact address: |  |
| Contact email address:*(The University will use this as the main method of contact)* |  |
| Contact Tel no: |  |
| Please indicate whether you have acted as an External Examiner before? *(This is to ensure we provide you with the appropriate level of support to carry out the role)*  | *Please tick as appropriate* |
| YES | NO |
| If yes, please list previous and current External Examining experience:*(with dates and institutions over the last five years)* |  |

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| Section B: Nominee’s professional background *(to be completed by nominating school)* |
| Rationale for selection of nominee: |  |
| Any involvement or relationship with the RAU and / or partner institution: |  |
| Reciprocal arrangement:*(To ensure that reciprocal arrangements are avoided, please confirm whether or not there have been any subject-related links between the two institutions and/or with key members of the course team within the last 3 years)* |  |
| Section C: Programme details *(to be completed by nominating school)* |
| RAU School: |  |
| Full title of programme(s):*(as in the approved programme specification(s))* |  |
| Level of study: |  |
| Section D: Programme delivery details*( (Please select the delivery mode(s) for the programme(s) to be covered by the nominee)* |

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| Campus based: | Yes [ ]  No [ ]  |
| Campus: | Cirencester [ ]  | CHI Swindon [ ]   |
| China Programme: | QAU [ ]  | SDAU [ ]   |
| Collaborative partner: | Yes [ ]  No [ ]   |
| Name of Collaborative partner, location: |  |
| Has agreement in principle be sought from the nominee to take on the review of the delivery at the partner institution? | Yes [ ]  No [ ]   |
| Online learning: | Yes [ ]  No [ ]   |
| Blended learning (e.g. block delivery and online): | Yes [ ]  No [ ]   |
| Off-site delivery: | Yes [ ]  No [ ]   |
| Number of modules the nominee will externally examine:*(across all programmes)* |  |
| Total number of students the nominee will externally examine: (across all programmes, based on current provision) |  |
| Details of outgoing External Examiner: | Examiner:Institution:End date of appointment:I |
| **The period of appointment is 4 years + 1 term (UG)****4 years + 1 semester (PG).** Please advise whether the appointment should be for a lesser period and what would be the rationale? |  |

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| Section E: Appointment Criteria *(to be read & agreed by all parties signing section F)*  |
| For quality assurance purposes the University must be satisfied that the nominee is appropriate for the post. Schools and nominated External Examiners should ensure that the appointment fulfils the criteria as set out below.The following statements must be agreed by the nominated External Examiner, the Head of School (or nominee) and the Chair of AQSC (or nominee). The External Examiner nominee must demonstrate:* the Right to work in the UK;
* demonstrate fluency in the English language, and for programmes delivered and assessed in a language other than English, possess fluency in the relevant language;
* knowledge and understanding of UK Higher Education sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality;
* competence and experience in the field covered by the programme of study, or parts thereof;
* relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate;
* competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures;
* meeting applicable criteria set by professional, statutory or regulatory bodies;
* awareness of current developments in the design and delivery of relevant curricula;
* familiarity with the standard to be expected of students to achieve the award that is to be assessed;
* Nominees who have been employed as an external panel member in the approval of a programme are not automatically debarred from immediate appointment as an External Examiner to that programme. However, Schools should balance the benefits of engaging someone who is familiar with the programme and its rationale with any risk to their ability to provide a fully independent perspective;
* be located outside the University’s government region where possible (Schools to contact Academic Services for additional advice where required).
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| Section F: Conflicts of Interest *(to be completed by the School)* |
| **Declaration of conflicts of interest** – *if you consider that there are potential conflict/s of interest that should be assessed prior to formal appointment please declare these here:* |  |
| Completed by: |  |
| Signed: |  |

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| Academic Quality Office use only (for completion by Academic Quality Officer) |
| Date nomination received: |  |
| Decision of AQSC:*(Any comments or clarification required?)* | Approved / Not ApprovedDate:  |
| Outcome of nomination notified to Head of School: | Yes [ ]  No [ ] Date: |
| Outcome of nomination notified to Nominee and appointment letter sent: | Yes [ ]  No [ ] Date: |
| Outcome of nomination notified to HR and IT Services: | Yes [ ]  No [ ] Date: |