

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

Programme Leader completing this form:	
Programme Leader contact: (name, email)	
Dean of Subject (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](#) and [Data Breach Policy](#).
- Our full privacy notices can be viewed on the following link:
<https://www.rau.ac.uk/privacy-notice>.

All Right to Work checks will be conducted in person at the University or online, 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.

Section A: Nominee's details <i>(to be completed by the nominee)</i>		
Name and title:		
Current post:		
Higher Education Institution (incl. department), or place of work <i>(please attach CV or provide link to professional profile, eg. LinkedIn, University website):</i>		
Contact address:		
Contact email address: <i>(The University will use this as the main method of contact)</i>		
Contact Tel no:		
Please indicate whether you have acted as an External Examiner before? <i>(This is to ensure we provide you with the appropriate level of support to carry out the role)</i>	<i>Please tick as appropriate</i>	
	YES	NO
If yes, please list previous and current External Examining experience: <i>(with dates and institutions over the last five years)</i>		
Section B: Nominee's professional background <i>(to be completed by nominating programme leader)</i>		
Rationale for selection of nominee:		
Any involvement or relationship with the RAU and / or partner institution:		
Reciprocal arrangement: <i>(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)</i>		
Section C: Programme details <i>(to be completed by nominating programme leader)</i>		
RAU Subject Area:		
Full title of programme(s): <i>(as in the approved programme specification(s))</i>		
Level of study:		

Section D: Programme delivery details*(Please select the delivery mode(s) for the programme(s) to be covered by the nominee)*

Campus based:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Campus:	Cirencester <input type="checkbox"/>	CHI Swindon <input type="checkbox"/>
China Programme:	QAU <input type="checkbox"/>	SDAU <input type="checkbox"/>
Collaborative partner:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
Online learning:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Blended learning (e.g. block delivery and online):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Off-site delivery:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of modules the nominee will externally examine: <i>(across all programmes)</i>		
Total number of students the nominee will externally examine: <i>(across all programmes, based on current provision)</i>		
Details of outgoing External Examiner:	Examiner: Institution: End date of appointment:	
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?		

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. Deans of subject areas 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 Dean of Subject (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, subject areas 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 (Deans of Subject to contact Academic Services for additional advice where required).

Section F: Conflicts of Interest *(to be completed by the Dean of Subject)*

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:

Academic Quality Office use only (for completion by Academic Quality Officer)

Date nomination received:

Decision of AQSC:
(Any comments or clarification required?)

Approved / Not Approved
Date:

Outcome of nomination notified to Dean of Subject:

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 <input type="checkbox"/> No <input type="checkbox"/> Date:
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