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**Nomination Form - External Examiner for Taught Programmes**

***This form is designed to be completed and submitted electronically, with electronic signatures.***

If there are any questions with regards to the form, please contact [quality@rau.ac.uk](mailto:quality@rau.ac.uk)

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| School |  |

Please arrange for the nominee to be considered and appointed as an External Examiner.

**SECTION A - THE NOMINEE’S DETAILS (to be completed by the nominee)**

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| --- | --- | --- | --- | --- | --- |
| Name and title: |  | | | | |
| Current post: |  | | | | |
| Higher Education Institution (incl. department), or place of work |  | | | | |
| Contact address |  | | | | |
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|  | | | | |
|  | | | | |
| Contact email address |  | Contact Tel no. |  | | |
|  | | | | | |
| **PREVIOUS** **EXTERNAL EXAMINING EXPERIENCE** | | | | | |
| Please indicate whether you have acted as an External Examiner before?If you have acted as an External Examiner before please include details in either Appendix 1 or your CV (which must be attached to this Form).  *(This is to ensure we provide you with the appropriate level of support to carry out the role)* | | | | *Please delete, strike-through or tick as appropriate* | |
| YES | NO |

**SECTION B - NATURE AND PERIOD OF APPOINTMENT (to be completed by the school)**

1. Please give full details of the award/s, programme/s, module/s to be covered by the External Examiner

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2. Level at which the external examiner will be working *(please delete, strike-through or tick as appropriate)*

|  |  |
| --- | --- |
| Undergraduate | Postgraduate |

3. The normal period of appointment is **four** years.

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| Appointment to commence (e.g. Oct 2018): |  |

Please indicate above if the appointment should be for a lesser period than the normal four years.

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| Date of first Examination Board (if known): |  |
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**SECTION C – ADMINISTRATIVE INFORMATION (to be completed by the school)**

1. If the new appointee is directly replacing another external whose appointment is ending please give the name of the outgoing External Examiner below:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Please give the name of the Programme Manager within the School to whom we should direct the External Examiner:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION D – APPOINTMENT CRITERIA (to be read & agreed by all parties signing section G)**

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 in the [*Policy for External Examination of Taught Programmes*](https://www.rau.ac.uk/sites/files/rau/External-Examination-Policy-of-Taught-Programmes.pdf).

The following statements must be agreed by the nominated External Examiner, the Head of School (or nominee) and the Head of AQSC (or nominee). Please note that exceptions may be allowed under 5 below.

**1: Person specification**

The nominated External Examiner meets criteria set out in the *Policy for External Examination of Taught Programmes*.

A copy of the nominee’s CV or a completed Appendix 1 must be attached. If the nominee has retired they must provide sufficient evidence in Appendix 1 of continuing involvement in the subject area and with current developments in higher education learning, teaching and assessment.

**2: Number of appointments**

The nominated External Examiner does not hold an unreasonable number of other External Examiner appointments (recommended that there are no more than two appointments, including that being proposed, at any one time).

**3: Avoiding reciprocal and long-standing arrangements**

The nominated External Examiner does not come from the same Department in the same institution as the outgoing External Examiner or as any other External Examiner covering the programme(s).

The appointment does not create a reciprocal arrangement with a cognate programme at another institution.

**4: Conflicts of interest**

Any conflicts of interest that may prevent the nominated External Examiner from being able to undertake the role are declared in Section E.

**5: Exceptions and special cases**

Any legitimate reasons for exceptions and special cases with regards to the appointment criteria are declared in Section F.

**SECTION E – CONFLICTS OF INTEREST (to be completed by the School)**

Please refer to paragraphs concerning conflicts of interest, 1.11 – 1.13, within the [*Policy for External Examination of Taught Programmes*](https://www.rau.ac.uk/sites/files/rau/External-Examination-Policy-of-Taught-Programmes.pdf).

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| **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:  (to be completed by the School)  Completed by:    Signed: |

**SECTION F – EXCEPTIONS AND SPECIAL CASES (to be completed by the School)**

Please refer to the extract on exceptions and special cases (paragraphs 1.14 – 1.16) within the [*Policy for External Examination of Taught Programmes*](https://www.rau.ac.uk/sites/files/rau/External-Examination-Policy-of-Taught-Programmes.pdf)*.*

AQSC must give close consideration to this section before giving recommending the nomination for approval. Academic Board will maintain an overview at University level of all cases where approval of exceptions and special cases have been given.

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| **Declaration of an exception or special case** – if there is a legitimate reason why the nominated External Examiner does not fit all of the appointment criteria, please set out the details here, including how this would be managed (eg provision of appropriate support, etc.):  Completed by:    Signed: |

**SECTION G – AGREEMENT TO APPOINT (to be completed by the School, the Deputy Vice-Chancellor, AQSC & Academic Board)**

*This form can be completed electronically, and electronic signatures are permissible.*

All parties should indicate their approval of the nomination and their acceptance that the nominee meets the appointment criteria by signing below.

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| --- |
| **Head of School** (or nominee):agrees the appointment will conform to the statements in section D.  Signed:  Date:  Name: |

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| **Deputy Vice-Chancellor** (or nominee)**:** agrees the appointment will conform to the statements in Section D.  Signed:  Date:  Name: |

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| **Chair of AQSC (or nominee):** confirms the appointment has been approved by AQSC, including a consideration of any conflicts of interest and any exceptions or special cases.  Signed:  Date:  Name: |

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| **Chair of Academic board (or nominee):** confirms the appointment has been approved by Academic Board, including a consideration of any conflicts of interest and any exceptions or special cases.  Signed:  Date:  Name: |

Once all the boxes have been signed and the nomination form has been approved by Academic Board, the completed form must be sent **by email** to the Academic Registry at **quality@rau.ac.uk**

Academic Registry will then email the External Examiner an appointment letter, and a copy will also be sent to the Head of School.

**Appendix 1**

This form should be completed by the nominated External Examiner if they do not wish to submit a CV. Retired staff should provide sufficient evidence of continuing involvement in the academic area in question, and with current developments in higher education learning, teaching and assessment.

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| --- | --- |
| *Please do not feel constrained by the size of the boxes on the form template; they will expand as you type.* | |
| **1** | **Higher Education:** (please state your HE qualifications and where obtained) |
| **2** | **Professional qualifications:** (please state your professional qualifications and where obtained) |
| **3** | **Recent employment history:** |
| **4** | **Previous/current experience as External Examiner:** (please state institution, award and subject and length of service) |
| **5** | **Please indicate other examining experience:** |
| **6** | **Please indicate current teaching experience:** |
| **7** | **Please indicate any relevant professional expertise:** (e.g. publications/research/consultancy) |