

## External Examiners (Taught Programmes) Appointment Process

The University operates a robust appointment process for its External Examiner roles, setting out criteria and restrictions on appointment in line with the QAA Quality Code and adopted sector norms. We have provided a brief overview of the process and key information here. More detailed guidance on the appointment criteria can be found in the [External Examiner Procedures \(Taught Programmes\)](#), along with further information on the selection process.

### Process

Departments are responsible for identifying suitable nominees for External Examiner roles to cover their provision. A [nomination form](#) should be completed for all new nominations and submitted for approval alongside an up to date CV detailing experience relevant to the role and aligned to the criteria for appointment.

With support from the Head of Department, the nomination is forwarded to the Faculty Quality Assurance and Enhancement Manager for submission to the Faculty Teaching Committee where it is assessed for suitability. Endorsement from Faculty Teaching Committee releases the nomination for submission to the Academic Quality Standards and Conduct (AQSC) where it is logged and forwarded to the External Examiner Approval Panel (EEAP) for scrutiny and approval.

Only when the EEAP has approved the nomination and AQSC has verified the appointment with the nominee, including the Right to Work Check, should Departments make contact with the new External Examiner.

### Mentoring

If, on reviewing a nomination, a nominee's prior experience is considered to be limited, the University requires a Mentor to be identified and assigned before an appointment can be made. Where this is the case, it is the responsibility of the Department to identify a Mentor on the nomination form. Guidance on mentoring arrangements for External Examiners new to the work is available [here](#).

### Escalation

The University has in place an [Escalation Procedure](#) in order to ensure effective and timely communication and resolution to issues raised by the Department, External Examiner or the University.

### Termination of Appointment

Any failure to fulfill the duties expected of the role of External Examiner are viewed seriously, and the University reserves the right to terminate an appointment if an External Examiner fails to fulfill their obligation at the end of any single year of appointment. The [External Examiner Procedures \(Taught Programmes\)](#) set out these expectations, and the instances and procedures where early termination may occur.

### Right to Work in the UK

In order to comply with the Immigration, Asylum and Nationality Act 2006, the University is required to carry out right to work checks on all new External Examiners. Nominees will be required to complete a [New Starter Form](#) and submit this with colour copies of their right to work documents (e.g. passport, Visa) during the appointment process, and present the original document to the Department Officer on their first visit to the University.

**Note: External Examiners cannot do any work and the University cannot pay any fees or expenses until the right to work verification is completed.**