**New External Examiner Nomination Form (taught programmes)**

Please refer to the [Aberystwyth University Code of Practice and Guidelines for External Examiners (Taught Schemes)](https://www.aber.ac.uk/en/academic-registry/handbook/ext-exam/) for the detailed criteria for appointment. This form should be completed and returned to the Academic Registry by 28 February for appointments for the following session.

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| ****Nominee name:**** | ****Department:**** |
| ****Proposed period of tenure:**** From Academic Session 20 / to 20 /  (Examiners shall normally be appointed for a period of four years, with the possibility of re-  appointment for a fifth year.) | |

**Section A: Programme Details**

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| ****1. Study Scheme/Subject area(s):****  (a) UG  (b) PGT  (c) Other |
| ****2. Title of Degree or other award:**** |
| ****3. Name of present external examiner being replaced (if applicable):**** |
| **4. Reason for appointment:**  (Note: departments are asked to keep numbers of external examiners to the minimum required to assure the quality and standards of their teaching provision, in order to minimise recruitment problems and make it easier for them to administer their examiners. Please confirm that the subject area/study scheme cannot be covered from the department’s existing examiners and explain why any new appointments are required). |

**Section B: Proposed External Examiner – Details**

Attention is drawn to the points in the Code of Practice listed in the appendix to this form.

**Contact Details**

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| **1. Name and title:** |
| **2. Correspondence address:**  (Please note that the normal expectation is that an external examiner should reside in the United Kingdom) |
| **3. Telephone number:** |
| **4. E-mail address:** |
| **5. Has the proposed external examiner agreed to be nominated for appointment:** Yes / No  (It is expected that all proposed examiners will have been contacted informally by the department before the nomination form is completed and returned to the Academic Registry.) |

**Academic and Professional Qualifications**

Please note that a CV, link to on-line profile, or biography must accompany this form for ALL

nominations. The normal expectation is that an external should be at Senior Lecturer level or

above. If the nomination is for an academic who is not a Senior Lecturer or higher, or is for a

professional from outside the University system, a letter of explanation from the Department

should also accompany this form). If the attached CV/on-line profile or biography does not

explicitly make reference to relevant experience for the role of an external examiner, please

provide more information about the nominee’s suitability for the role i.e. their teaching and QA

expertise and experience.

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| **6. Present/last position:** |
| **7. Present/last place of work:** |
| **8. Is the proposed external examiner of University Senior Lecturer status or above:**  Yes / No |
| **9. Please provide a link to the proposed external examiner’s CV, on-line profile, or biography:** |
| **10. Has the proposed external examiner served as an external examiner for taught programmes for the Department in the last five years:** Yes / No  If yes, please provide details. |
| **11. Please list the proposed examiner’s other current external examiner**  **appointments, giving names of institutions, scheme titles, level and dates.**  (Please note that the code of practice states that this should not normally exceed one other appointment at the same time.) |
| **12. Please list any other external examiner appointments held over the last five**  **years:** |
| **13. Is the proposed external examiner a former staff member or student of**  **Aberystwyth University?** Yes / No  **If yes, has a period of at least five years elapsed since they left Aberystwyth**  **University?** Yes / No |

**Right to Work in the UK**

In accordance with the Immigration, Asylum and Nationality Act 2006, the University has an

obligation to ensure that all those engaged in work with the University are legally eligible to work in the UK. (Please note that a copy of a UK passport, UK birth certificate or international passport with relevant work visa(s) must be provided with ALL nominations. The nomination will not be processed without this.)

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| **14. Is a copy of a UK passport, UK birth certificate or international passport**  **with relevant work visa(s) attached to this nomination form:** Yes / No |

**Section C: Fee Payment Details**

Fees are paid in accordance with External Examiners’ rates. Fees are calculated according to

the FTEs for which an examiner is responsible. If the department attempts to share the work

equally between two or more examiners, this should be stated. If none of these models apply,

or should you have any queries, please contact the Academic Registry for advice.

**Proposed External Examiner’s Responsibilities**

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| **15. Would the proposed External Examiner be responsible for any degree schemes as a whole (i.e. for all modules on a discrete study scheme):** Yes / No  **If yes, please list the schemes here:**  (a) UG:  (b) PGT:  (c) Other: |
| **16. Would the proposed External Examiner be responsible for individual modules only?** Yes / No  **If yes, please list the modules here:**  (a) UG:  (b) PGT:  (c) Other: |
| **17. Would the proposed external examiner be responsible for any modules delivered by AU collaborative partners?** Yes / No  **If yes, please list the modules here:**  (a) UG:  (b) PGT:  (c) Other: |
| **18. Work area overlap: please give the names of any other external examiners responsible for the same modules or schemes. Please give details of how the work is divided.** |
| **19. External examiners are required to attend the institution for one day, in order to attend the Semester Two Examining Board. Please give below any additional attendance requirements, showing number of extra days and purpose:** |
| **20. Please add any further information you feel is necessary for the setting of an appropriate fee:** |

**Section D: Authorisation**

Heads of Departments should note that a maximum of £350 for expenses will be met from central resources for each visit by an external examiner to the institution. Departments will be expected to cover any additional expenditure from their own budget.

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| **Head of Department of:** |  |
| Signed: |  |
| Date: |  |
|  |  |
| **Academic Registrar:** |  |
| Signed: |  |
| Date: |  |

**Appendix**

### **Extract from Academic Quality Handbook, Chapter 5, External Examining**

In this section of the Quality Handbook the term ‘External Examiners’ refers to External Examiners for Taught Degrees; initial degrees, undergraduate and postgraduate diplomas and certificates (including the PGCE), taught postgraduate Master’s schemes (Master’s degrees by examination and dissertation) and integrated undergraduate Master’s schemes. The Senate External Reviewer refers to an External who attends the final Senate Examining Boards at which all taught scheme results are confirmed. Associate External Examiners have responsibility for small numbers of modules in specialist areas and normally report to the main External Examiner for the scheme.

The University has taken account of the QAA’s UK Quality Code, Advice and Guidance: External Expertise, in constructing this Code.

**General**

All External Examiners are ultimately responsible to the Senate, which is responsible for the conduct of all examinations at Aberystwyth University.

**Criteria for Appointment**

1.  The attention of all prospective External Examiners is drawn to the QAA’s UK Quality Code for Higher Education during the appointment process. In particular, prospective External Examiners are asked to report any conflicts of interest in addition to those listed below.  
   
2.  External Examiners should normally hold no more than two external examiner appointments for taught schemes at any point in time.  
   
3.  Only persons of sufficient seniority and experience to be able to command authority should be appointed as External Examiners. All External Examiners should be familiar with the standard expected of students in the relevant awards and with sector agreed reference points and any appropriate professional body requirements. Academic appointments should have had extensive involvement in the relevant field of study, and in assessment, curriculum design, and the enhancement of the student experience.  
   
4.  External Examiners from outside the University system are appropriate where professional expertise is required. Such Examiners must demonstrate familiarity with the required academic standards or must work in tandem with other External Examiners who do work within the University system.  
   
5.  Former students or members of staff at Aberystwyth University who have joined the staff of another University may not be invited to become External Examiners before a lapse of at least five years, and sufficient time for students taught by or with that External Examiner to have passed through the system, whichever is the longer. Former members of staff at Aberystwyth University who have retired will not normally be nominated as External Examiners.  
   
6.  External Examiners’ appointments will be monitored to ensure that Aberystwyth University External Examiners continue to represent a range of UK institutions and to prevent over-reliance on Examiners from particular universities.  
   
7.  An External Examiner shall not be re-appointed to examine a scheme offered within the same department before a lapse of at least five years and shall only be reappointed in exceptional circumstances.  
   
8.  The making of reciprocal arrangements for external examining with staff teaching similar schemes of study at other universities is not permissible.  
   
9.  An External Examiner for a particular programme or programmes shall not be succeeded by another from the same department of the same University.  
   
10.  Senate External Reviewers will be senior administrative staff from other Universities who have substantial experience of operating examination and assessment practices and procedures. Their role will be to confirm that AU has operated its approved procedures correctly and to identify possible enhancements based on good practice elsewhere.  
   
11.  Associate Examiners may be appointed in specialist subject areas which the main External Examiner for the study scheme is unable to cover. As they report to the main External Examiner and do not comment on a study scheme, they will require only specialist knowledge of the relevant subject area of the module(s) they are asked to moderate.

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| Version: | 2 | Publication Date: | September 2019 |  |
| Reason for update: | General revision to change format, addition of Q8, Q10, Q13, Q14, Q17 and Q18; clarification of Q1, Q15 and Q16; removal of Q3; and removal of reference to MU. | | |  |
| Approved: | Kim Bradick | Effective From: | 09 2019 |  |
| Contact: | Anka Furlan, Quality Assurance Manager extstaff@aber.ac.uk | | |