

GUIDANCE NOTE

Right to work in the UK checks for External Examiners

This note is to provide information to Faculty colleagues on the process of appointing external examiners; specifically, the University's obligation – under UKVI rules - to check that all nominees have the right to work in the UK prior to appointing them, in the same way as for any other employees. The key things to remember are that:

- ✓ the eligibility check applies to all external examiners, regardless of nationality;
- ✓ nominated external examiners cannot carry out any work for Oxford Brookes until their eligibility to work in the UK has been confirmed.

However, there have been a few recent situations where we have encountered delays in making appointments because the nominated external examiner and colleagues in the School/Department have been unaware of what is involved in the checking process. It would therefore be helpful if staff nominating external examiners could ensure their nominees are made aware of this requirement, and to provide reassurance about the security and speed with which it is carried out.

The process is summarised below:

- The eligibility check is carried out by the APQO once a nomination has been approved by the Faculty and by the PVC (Student & Staff Experience), i.e. once we have confirmation that they meet the criteria for appointment.
- APQO contacts the nominee to ask them to send in their passport (or other relevant documentation – see 'useful links' below) so we can carry out the eligibility to work check.
 - ✓ The nominee must supply original documents for checking by a member of Brookes staff - the University is responsible for carrying out its own checks, and we cannot accept copies of documents that have been verified by their home institutions, the post office, solicitors, etc.
- On receipt of the passport/other document, it is stored securely in the APQO safe.
- APQO immediately contacts the EE to schedule a meeting via a short (~10 minute) video call.
- Once the face to face meeting has taken place, the passport is returned to the nominee within the next working day, using the Special Delivery postal service. APQO provides them with the tracking number, and sends them, by email, their appointment letter and associated documentation.
 - ✓ The EE must then complete and return the acceptance and HMRC forms, before they can be set up on the HR system and IT access can be granted (and passwords released).
 - ✓ The nominee may prefer to bring their documentation to the APQO in person, if they are in the Oxford area, or based locally. If they do this, then they can complete the acceptance and HMRC forms while they are in the office.

Useful links

Home Office guidance on acceptable right to work documents (pp.24-25 in particular) can be found at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/441957/employers_guide_to_acceptable_right_to_work_documents_v5.pdf

APQO web pages with links to information for staff about nominating external examiners: <https://www.brookes.ac.uk/asa/apqo/external-examining/>