External Examiner Nomination Form

Please ensure all required sections are completed and any additional documentation is attached. Incomplete forms may be returned, with consequent delay to appointments.

*For eligibility criteria, please refer to the relevant section of the Quality & Standards Handbook* Oxford Brookes University is committed to the advancement of equality, diversity and inclusion, and seeks, through all its policies and actions, to be a genuinely inclusive organisation. Programme Leads are asked to bear this in mind when nominating external examiners; and are strongly encouraged to nominate individuals who have appropriate subject knowledge and are also able to advise on inclusive approaches to curriculum design, teaching and learning.

Please contact your APQO link Quality Assurance Officer or Faculty Head of QA & Validations for additional advice on nominations.

Part I: External Examiner

**To be completed by the prospective External Examiner**

1. External Examiner details

|  |
| --- |
| Title: |
| Last name: |
| Forename/s: |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance No. | |  |  |  |  |  |  | Date of Birth | | |
|  |  |  |  |  |  |  | DD | MM | YYYY |

2. Eligibility to Work in the UK

Any appointment as an external examiner is subject to confirmation of the right to work in the UK - regardless of nationality - in line with current Home Office requirements[[1]](#footnote-1).

|  |  |
| --- | --- |
| Do you hold a current UK or Irish passport? | YES [go to 2.1 below]  NO [go to 2.2 below] |

2.1 If you have answered ‘yes’ to the question above - once your nomination has been accepted - you will receive an email from TrustID (our Identity Service Provider) containing a link to the digital right to work process. This involves uploading a photograph of your passport and a selfie, which can be done via your mobile phone or tablet. *Please note that if your UK or Irish passport has expired, we will need to carry out an in-person eligibility check.*

2.2 If you do not hold a UK or Irish passport, please answer the following questions:

|  |  |
| --- | --- |
| What nationality of passport do you hold? |  |
| What type of documentation/visa[[2]](#footnote-2) do you hold to show that you may stay in the UK and carry out this type of work? |  |
| If you have a biometric residence permit (BRP) or residence card, please provide your share code[[3]](#footnote-3): |  |

3. Address

Please provide a postal and email address for correspondence in connection with your role as external examiner. *Your residential address is required for the University’s return to HMRC, who will cross-reference the information you provide with your tax record.*

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| --- | --- | --- | --- | --- |
| Correspondence | |  | Residential | |
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|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
| Post code |  |  | Post code |  |

|  |  |
| --- | --- |
| email address: |  |
| Telephone number/s\* |  |
| Home |  |
| Work |  |
| Mobile |  |

*\*Please provide the number/s you prefer to be contacted on.*

Part II: Nomination

**To be completed by the proposing Programme Lead, Subject Coordinator, or Liaison Manager.**

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| --- |
| Faculty and Department/School managing the programme/s: |
| Name of Programme Lead, Subject Coordinator, or Liaison Manager: |

1. Period of tenure

The tenure of an External Examiner is expected to run for the full maximum of four years. Please ensure tenure end date allows for at least one month following the final exam board so that fee payments can be processed. If the appointment covers both undergraduate and postgraduate programmes, please ensure that the tenure end date allows for at least one month following the later exam board.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Tenure start date | | |  | Tenure end date | | |
| Day | Month | Year |  | Day | Month | Year |
|  |  |  |  |  |  |  |

1. Nomination details

|  |
| --- |
| Name of proposed examiner: |
| Examiner’s home institution: |
| **Is this nomination for a collaborative programme?** **Yes/No**  If yes, please give name of partner institution:  Does this programme have an equivalent running internally? If yes, give details: |

1. Programme details

Please extend the table as necessary.  
Please enter correct course codes for all programmes being examined

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award | Course code | Full titles of programme(s) to be examined | Level  (4, 5, 6 or 7) | Length  Full/part-time  Short/30 month |
|  |  |  |  |  |
|  |  |  |  |  |

1. Professional accreditation

|  |
| --- |
| Is the nominee to be appointed to provide assurance on whether the provision is meeting the requirements of a professional, statutory or regulatory body? **Yes / No**  **If yes**, please give the full name of the PSRB, and details of the wording to be included in the nominee’s letter of appointment in order to make their responsibilities clear. |

1. Module details

N.B. External examiners are normally appointed to a programme, not individual modules. This section is only applicable in particular circumstances.

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| --- | --- |
| Does the proposed External Examiner have specific module responsibilities?  If yes, please list below the module codes and names. | |
| Module Code | Module Name |
|  |  |

1. External Examining team

Please list the external examiners currently covering the programme/s and place an asterisk against the examiner to be replaced, if applicable:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \* | External Examiner | Institution | Tenure | |
| Start | End |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Reporting Month

Please give the date when the first annual report will be due from this external examiner

|  |  |
| --- | --- |
| **Month** | **Year** |
|  |  |

NOTE: *most UG External Examiners will report after Examination Committees in June/July; most PGT External Examiners will report after the winter Examination Committees; but arrangements may differ for collaborative arrangements. Please check when the examination committee for this programme/s will be held and ensure the date entered above is aligned with this.*

1. Experience as an External Examiner for Taught Programmes

Include names of institution/s, course title/s, level/s and dates of appointment/s over the last 5 years. If this is a first appointment as an external examiner, please include details of support to be put in place by the programme team.

|  |
| --- |
|  |

1. Teaching Experience & Scholarly or Professional Activity/Consultancy

Give a brief account of main activities with particular reference to the last five years and internal examining experience, and list major relevant publications (books, articles in refereed academic or professional journals) with dates:

|  |
| --- |
|  |

1. Declaration of Association

It is important that external examiners are able to provide an independent view on the University’s provision, and that the relationship between the University and its external examiners is free of any conflict of interest. Please state if the nominee has any current or previous involvement withstaff or students associated with the programme, or any other association with the University or department within which the programme is managed:

|  |
| --- |
|  |

Thank you for completing this form. Please also attach the nominee’s **full CV** which must give details of current and previous employment history, qualifications gained (including any professional awards) and details of any research/scholarly activity undertaken).

Part III: Appointment Checklist

To be completed by the Programme Lead/ Subject Coordinator/ Liaison Manager

The checklist below must be completed before the complete nomination is progressed from the subject committee. When completing this checklist please refer to the criteria for approval of External Examiners in the relevant section of the Quality & Standards Handbook.

If the answer is **No** to either of the following questions, **please** **provide a written explanation**, as indicated.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Please tick | | | |
| 1. | Is there an appropriate induction period for the proposed external examiner? Please provide details of the induction plans below: | No |  | Yes |  |
|  |  |
|  |  | | | | |
|  |  |  |  |  |  |
| 2. | Does the proposed examiner have previous external examiner experience at the appropriate level? (If NO, please indicate how they will be supported in section 8 of Part II). | No |  | Yes |  |
|  |  |
|  |  |

If the answer is **Yes** to any of the following questions, **please provide a written explanation**, as indicated.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3. | Does the nominee already hold two or more external examiner appointments? | No |  | Yes |  |
|  |  |
|  |  | | | | |
|  |  |  |  |  |  |
| 4. | Does the nominee examine on any other Oxford Brookes programme? | No |  | Yes |  |
|  |  |
|  |  | | | | |
|  |  |  |  |  |  |
| 5. | Has the examiner acted as external examiner on any programme at Oxford Brookes within the last five years? | No |  | Yes |  |
|  |  |
|  |  | | | | |

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| --- | --- | --- | --- | --- | --- |
| 6. | Does any member of the nominating School/Department act as examiner for the same subject in the institution from which the nominee is drawn? | No |  | Yes |  |
|  |  |
|  |  | | | | |

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| --- | --- | --- | --- | --- | --- |
| 7. | Is the nominee from the same institution as any other external examiner connected with the subject/programme (including the person s/he is replacing)? | No |  | Yes |  |
|  |  |
|  |  |
|  |  | | | | |
|  |  |  |  |  |  |
| 8. | Has the nominee been associated with the course in any way over the last 5 years? | No |  | Yes |  |
|  |  |
|  |  | | | | |
|  |  |  |  |  |  |
| 9. | Is the nominee employed or associated with the University in any capacity? | No |  | Yes |  |
|  |  |  |  |
|  |  | | | | |

Professional, Statutory and Regulatory Bodies (PSRBs)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 10. | Does this nomination require approval by a professional or statutory body? If Yes, please attach evidence that this has been obtained. | No |  | Yes |  |
|  |  |

Part IV: Approval

To be completed after appropriate Committee action.

1. Recommendation by the Subject Committee

Subject Committee to seek advice from Academic Policy & Quality Office as appropriate.

On behalf of the Subject Committee, I confirm this nomination meets the University’s criteria for appointment.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Print Name |  | Signature |
| Subject Committee Chair/ Liaison Manager |  |  |  |
|  |  |  | Date |

1. Approval of nomination by the Faculty Academic Enhancement & Standards Committee, or Faculty Quality & Learning Infrastructure Committee

On behalf of the Faculty AESC/QLIC, I confirm this nomination meets the University’s criteria for appointment.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Print Name |  | Signature |
| Chair of Faculty AESC/QLIC |  |  |  |
|  |  |  | Date |
| Faculty AESC/QLIC date of reporting: | |  |

1. Completed nomination form to be forwarded to the Academic Policy & Quality Office for processing by Quality Assurance Officer

Nominee’s CV must be attached to the nomination form, along with any additional information in support of the nomination, if required. The eligibility to work in the UK check will be carried out by the APQO once the nomination has been approved by the Chair of the University QLIC.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Print Name |  | Signature |
| Quality Assurance Officer |  |  |  |
|  |  |  | Date |

1. Approval by Chair of University Quality & Learning Infrastructure Committee

|  |  |  |  |
| --- | --- | --- | --- |
|  | Print Name |  | Signature |
| Chair of University QLIC |  |  |  |
|  |  |  | Date |

1. <https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version> [↑](#footnote-ref-1)
2. Please note that if your visa is contained within an expired passport, it is not acceptable as proof of your right to work in the UK, and you will need to obtain a BRP. [↑](#footnote-ref-2)
3. You can obtain your share code here: <https://www.gov.uk/prove-right-to-work> [↑](#footnote-ref-3)