

**ACADEMIC QUALITY & PARTNERSHIPS OFFICE
APPENDIX 12: PROCESS FOR REPLACING EXTERNAL EXAMINERS**

Task No.	Responsibility			Timeline
	Partner	AQP Office	External Examiner	
1	Confirms External Examiner fees for the current academic year by the deadline provided in the Calendar of Business.			4 September 2023
2	<p>Begins the recruitment process for a new External Examiner. The University cannot accept applications from those who:</p> <ul style="list-style-type: none"> • have previously been appointed as an External Examiner at the University of Sussex • have been a member of staff or student within the University or one of its Partner Institutions (including Study Group) within the last five years • have any direct interest in or ties to the University or Study Group • hold more than one other External Examiner position • are from the same department/unit of the same institution as another current external examiner • are UK residents, and will use the UK as their main place of residence throughout their tenure 			AQP must receive nominations at least 4 months before the expiry of the previous examiner's tenure.
3	HE Approval Committee sits to approve the External Examiner nomination.			Dependent on date of relevant Partner HE Approval Committee.
4	<p>Sends the External Examiner's CV and completed nomination form to partnership@sussex.ac.uk, ensuring the nomination form has been signed by:</p> <ul style="list-style-type: none"> • Head of School / Department / Partner Institution • Chair of the relevant Partner HE Committee 	<p>Receives email and processes the nomination form and CV.</p> <p>If the nomination is unsuitable, AQP to inform the Partner and request another candidate.</p>		By deadline of 24 April 2024

Task No.	Responsibility			Timeline
	Partner	AQP Office	External Examiner	
5		Emails the newly appointed External Examiner and the Partner informing them of the external examiner's appointment, attaching the appointment letter with details of Right to Work check (UG External Examiners). Please note that External Examiners who are appointed to PGT courses are not required to undertake a Right to Work check.		Dependent on when the External Examiner is appointed.
6	Receives confirmation that the External Examiner has been approved.		Receives appointment letter and information regarding Right to Work check and payment for UG External Examiners. Must prove eligibility to work and live in the UK prior to start date.	May 2024
7	Emails the newly appointed External Examiner to: <ul style="list-style-type: none"> confirm that the Partner Institution is the External Examiner's first point of contact brief the External Examiner on their responsibilities provide the External Examiner with the dates of the Exam Boards request any additional travel arrangements and/or dietary requirements clarify University contact details as follows: <ul style="list-style-type: none"> payment / admin queries to externalexaminers@sussex.ac.uk reports to partnership@sussex.ac.uk Contact Partner for all other queries 			May 2024
8		Ensures the External Examiner has received a registration link to Reed a prior to the submission of their report.		

