



**ACADEMIC DEVELOPMENT AND QUALITY ENHANCEMENT OFFICE (PARTNERSHIP)
APPENDIX 13: PROCESS FOR REPLACING EXTERNAL EXAMINERS**

Task No.	Responsibility			Timeline
	Partner	ADQE Office	External Examiner	
1	Confirms external examiner fees for the current academic year by the deadline provided in the Calendar of Business.			7 September 2020
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 <p>N.B. ADQE must receive nominations at least 4 months before the expiry of the previous examiner's tenure.</p>			
3	HE Approval Committee sits to approve the external examiner nomination.			Dependent on date of relevant Partner HE Approval Committee.

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	Partner	ADQE Office	External Examiner	
4	<p>Sends the external examiner's CV and completed nomination form to partnership@sussex.ac.uk, ensuring the nomination form as been signed by:</p> <ul style="list-style-type: none"> • Head of School / Department / Partner Institution • Chair of the relevant Partner HR Committee 	<p>Receives email and processes the nomination form and CV.</p> <p>If the nomination is unsuitable, ADQE to inform the Partner and request another candidate.</p>		By deadline of 28 April 2021
5		<p>Emails the newly appointed external examiner and the Partner informing them of the external examiner's appointment, attaching the appointment letter, acceptance form and Right to Work form.</p>		Dependent on when the external examiner is appointed.
6	<p>Receives confirmation that the external examiner has been approved.</p>		<p>Receives appointment letter and Right to Work form. Must return the forms prior to start date.</p>	May 2021
7	<p>Emails the newly appointed external examiner to:</p> <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 			May 2021
8		<p>Ensures the external examiner has submitted their Right to Work documents prior to the submission of their report.</p>		