

**ACADEMIC DEVELOPMENT AND QUALITY ENHANCEMENT OFFICE (PARTNERSHIP)  
APPENDIX 12: 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.			6 September 2021
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"> <li>• have previously been appointed as an external examiner at the University of Sussex</li> <li>• 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</li> <li>• have any direct interest in or ties to the University or Study Group</li> <li>• hold more than one other external examiner position</li> <li>• are from the same department/unit of the same institution as another current external examiner</li> <li>• are UK residents</li> </ul>			ADQE 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 <a href="mailto:partnership@sussex.ac.uk">partnership@sussex.ac.uk</a>, ensuring the nomination form has been signed by:</p> <ul style="list-style-type: none"> <li>• Head of School / Department / Partner Institution</li> <li>• Chair of the relevant Partner HR Committee</li> </ul>	<p>Receives email and processes the nomination form and CV.</p> <p><b>If the nomination is unsuitable, ADQE to inform the Partner and request another candidate.</b></p>		By deadline of 29 April 2022

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	Partner	ADQE 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, acceptance form and right to work information.		Dependent on when the external examiner is appointed.
6	Receives confirmation that the external examiner has been approved.		Receives appointment letter and right to work information. <b>Must return the forms and prove eligibility to work and live in the UK prior to start date.</b>	May 2022
7	<p>Emails the newly appointed external examiner to:</p> <ul style="list-style-type: none"> <li>confirm that the Partner Institution is the external examiner's first point of contact</li> <li>brief the external examiner on their responsibilities</li> <li>provide the external examiner with the dates of the Exam Boards</li> <li>request any additional travel arrangements and/or dietary requirements</li> <li>clarify University contact details as follows: <ul style="list-style-type: none"> <li>- payment / admin queries to <a href="mailto:externalexaminers@sussex.ac.uk">externalexaminers@sussex.ac.uk</a></li> <li>- reports to <a href="mailto:partnership@sussex.ac.uk">partnership@sussex.ac.uk</a></li> <li>- Contact Partner for all other queries</li> </ul> </li> </ul>			May 2022
8		Ensures the external examiner has submitted their Right to Work documents prior to the submission of their report.		