

**APPENDIX 13: NOMINATION OF EXTERNAL EXAMINERS FOR PARTNER INSTITUTIONS**

Please refer to notes on page 14 of the *Handbook on the policy and procedures for the external examining of taught courses* and return the completed document to the Academic Development and Quality Enhancement Office

**PLEASE ENSURE THAT THE FORM IS COMPLETED IN FULL AND THAT A CURRENT CV IS ATTACHED**

|  |  |  |  |
| --- | --- | --- | --- |
| **DETAILS OF POST TO BE FILLED** | | | |
| Course title(s) | | | |
| Award (BA/ BSc / MA/ MSc etc.) | |  | UG  PG |
| Partner Institution | |  |  |
| Reason recommendation sought | | New Course  End of contract    If end of contract, please state the **name** and **institution** of examiner being replaced: | |
| DE **DETAILS OF NOMINEE FOR THE ABOVE APPOINTMENT** | | | |
| Proposed dates of appointment (normally 4 years)  (normally 4 years) | From: to | | |
| Title: Forename(s): Surname: | | | |
| Current Academic Post/Employment: | | | |
| Department or Faculty: | | | |
| Address for Correspondence:  Post Code: | | | |
| e-mail address: Tel number: | | | |
| Has the nominee ever been a registered student, external examiner or employee of the University of Sussex (or the Partner Institution)?  Yes   No  If yes, please provide details:    (Needed for data recording purposes) | | | |

**Please complete all sections of the form and ensure that all boxes are ticked**

|  |  |  |
| --- | --- | --- |
| 1 | Please confirm that the nominee has indicated informally a willingness to serve in the above capacity | Confirmed |

|  |  |
| --- | --- |
| 2 | Summary of relevant expertise and experience of the nominee in both the **academic area** of the appointment and **assessment** of courses and programmes |
|  | |

|  |  |
| --- | --- |
| 3 | If the nominee works outside Higher Education and does not have appropriate assessment expertise, please indicate if there is another external examiner for that subject with appropriate assessment expertise |
|  | |

|  |  |  |
| --- | --- | --- |
| 4 | Please confirm that the nominee does not have any direct interest in, or ties to, the university or (Partner Institution) or its staff | Confirmed |

|  |  |
| --- | --- |
| 5 | If there are research links between the nominating department/interdisciplinary group/partner institution, please indicate the nature of the link and the way in which the department/interdisciplinary group/partner institution has satisfied itself that such a link does not endanger the potential objectivity of the relationship |
|  | |

|  |  |  |
| --- | --- | --- |
| 6 | Please confirm that the nominee is not from a department in a university where a member of the inviting university department (or Partner Institution) is serving as an external examiner | Confirmed |

|  |  |  |
| --- | --- | --- |
| 7i | Please confirm that the nominee will not be holding more than one other external examiner appointment at the time of the proposed appointment (i.e. only one other UG or PG appointment may be held). | Confirmed |
| 7ii | If any other external examiner appointments are held at taught level, please provide name of institution and course examined. |  |

|  |  |  |
| --- | --- | --- |
| 8 | Please confirm that the previous external examiner was not from the same institution as the nominee | Confirmed |

|  |  |  |
| --- | --- | --- |
| 9 | If the nominee is either a former member of staff or Sussex  student, please confirm that at least five years have elapsed  since their staff appointment/student registration ended | Confirmed  N/A |

|  |  |  |
| --- | --- | --- |
| 10 | Please confirm that the nominee has not previously acted as external examiner at Sussex | Confirmed |

|  |
| --- |
| **RECOMMENDATION: Partner Institution** |
| I recommend the appointment as external examiner for the period indicated as set out above    Signed:  (Head of School/Department/Partner Institution)  Print Name: Date: |

|  |
| --- |
| **RECOMMENDATION: Partner HE Committee** |
| I recommend the appointment on behalf of the Partner HE Committee  Signed: (Chair) Date: |

|  |
| --- |
| **APPROVAL: University Education Committee** |
| I approve the recommendation on behalf of UEC  Signed: (Chair of UEC) Date: |

|  |
| --- |
| **GUIDANCE NOTES ON THE NOMINATION OF EXTERNAL EXAMINERS** |
| Guidance notes regarding the procedures to be followed and the information which is required can be found in sections B and C of the University’s *Handbook on the Policy and Procedures for the External Examining of Taught Courses.*  Copies of the Handbook and all forms are available from the Academic Development and Quality Enhancement Office and can be downloaded from  <http://www.sussex.ac.uk/adqe/standards/externalexaminers>  Please ensure that all the relevant sections are completed. Any queries about completion of the form may be addressed to: [partnership@sussex.ac.uk](mailto:partnership@sussex.ac.uk) |

|  |
| --- |
| **GUIDANCE NOTES ON PROOF OF ELIGIBILITY TO WORK IN THE UK** |
| Please note that all External Examiners are required to provide evidence that they are legally entitled to live and work in the UK **before** they commence employment with the University of Sussex. External Examiners must be UK residents. |

ADQE, August 2021