



University of Sussex

## Nomination of External Examiners for Taught Courses

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 form 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) (must be consistent with approved title on database)	
Award (BA/ BSc / MA/ MSc etc.)	UG <input type="checkbox"/> PG <input type="checkbox"/>
Owning Faculty/Department/Partner Institution	
Owning Exam Board	
Reason recommendation sought	New Course <input type="checkbox"/> End of contract <input type="checkbox"/> If end of contract, please state the <b>name</b> and <b>institution</b> of examiner being replaced:
<b>DETAILS OF NOMINEE FOR THE ABOVE APPOINTMENT – NB All External Examiners appointed will be asked to complete a right to work check and must reside in the UK throughout their tenure.</b>	
Proposed dates of appointment (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 <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/>
2	Summary of relevant expertise and experience of the nominee in both the <b>academic area</b> of the appointment and <b>assessment</b> 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 <input type="checkbox"/>
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 <input type="checkbox"/>
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 <input type="checkbox"/>
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 <input type="checkbox"/>

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 <input type="checkbox"/> N/A <input type="checkbox"/>
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10	Please confirm that the nominee has not previously acted as external examiner at Sussex	Confirmed <input type="checkbox"/>
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11	<p>Please confirm that the nominee has experience acting as an external examiner at UG/PG level.</p> <p>If the nominee does not have previous experience, please specify which of your current, more experienced External Examiners is to act as a mentor.</p>	<p>Confirmed <input type="checkbox"/></p> <p>Name of mentor:</p>
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<b>GUIDANCE NOTES ON PROOF OF ELIGIBILITY TO WORK IN THE UK</b>	
Please note that all External Examiners are required to provide evidence that they are legally entitled to live and work in the UK <b>before</b> they commence employment with the University of Sussex.	

<b>RECOMMENDATION: DEPARTMENT/PARTNER INSTITUTION</b>	
<p>I recommend the appointment as external examiner for the period indicated as set out above</p> <p>Signed: (Head of Department/Partner Institution)</p> <p>Print Name _____ Date: _____</p>	

<b>RECOMMENDATION: Faculty Education Committee</b>	
<p>I recommend the appointment on behalf of the FEC</p> <p>Signed: _____ (Associate Deans -Education and Students- ) Date: _____</p>	

<b>GUIDANCE NOTES ON THE NOMINATION OF EXTERNAL EXAMINERS</b>	
<p>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 <i>Handbook on the Policy and Procedures for the External Examining of Taught Courses</i>.</p> <p>Copies of the Handbook and all forms are available from the Academic Development and Quality Enhancement Office and can be downloaded from</p>	

<http://www.sussex.ac.uk/adge/standards/externalexaminers>

Please ensure that all the relevant sections are completed. Any queries about completion of the form may be addressed to: [externalexaminers@sussex.ac.uk](mailto:externalexaminers@sussex.ac.uk)