## ACADEMIC DEVELOPMENT AND QUALITY ENHANCEMENT OFFICE (PARTNERSHIP)
### APPENDIX 14: PROCESS FOR REPLACING EXTERNAL EXAMINERS

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Responsibility</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Confirms external examiner fees for the current academic year by the deadline provided in the Calendar of Business.</td>
<td>September 2019</td>
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</tbody>
</table>
| 2        | Begins the recruitment process for a new external examiner. The University cannot accept applications from those who:  
- 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  

**N.B.** ADQE must receive nominations at least 4 months before the expiry of the previous examiner’s tenure. | Dependent on date of relevant Partner HE Approval Committee. |
| 3        | HE Approval Committee sits to approve the external examiner nomination. | |

Academic Development and Quality Enhancement Office (Partnership)  
August 2019
<table>
<thead>
<tr>
<th>Task No.</th>
<th>Responsibility</th>
<th>ADQE Office</th>
<th>External Examiner</th>
<th>Timeline</th>
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</table>
| 4        | Sends the external examiner’s CV and completed nomination form to [externalexaminers@sussex.ac.uk](mailto:externalexaminers@sussex.ac.uk), ensuring the nomination form as been signed by:  
- Head of School / Department / Partner Institution  
- Chair of the relevant Partner HR Committee | Receives email and processes the nomination form and CV.  
If the nomination is unsuitable, ADQE to inform the Partner and request another candidate. | By deadline of 29 April 2020 |
| 5        | Receives confirmation that the external examiner has been approved. | 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. | Dependent on when the external examiner is appointed. |
| 6        | Emails the newly appointed external examiner to:  
- 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 | Receives appointment letter and Right to Work form.  
**Must return the forms prior to start date.** | April 2020 – May 2020 |
| 7        | Ensures the external examiner has submitted their Right to Work documents prior to the submission of their report. |  |  |  |