**PROCEDURAL EXTERNAL EXAMINER NOMINATION FORM**

**SECTION A: Details of Proposed Procedural External Examiner**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | | | | |
| Current job title: |  | | | | | | | |
| Current affiliation: |  | | | | | | | |
| Faculty/School/Department: |  | | | | | | | |
| Proposed Period of Tenure (normally 1 September start and 31 August end): | **From:** | *DD* | *MMM* | *YYYY* | **To:** | *DD* | *MM* | *YYYY* |

**Full work address** (including details of Faculty/School/Department)

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Telephone: |  | Mobile: |  |
| Email: |  |

**Full home address**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Telephone: |  | Mobile: |  |
| Email: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Preferred correspondence address** | | | | **Preferred language of communication** | | | |
| WORK |  | HOME |  | ENGLISH |  | WELSH |  |

**Relevant academic and professional qualifications**

|  |
| --- |
|  |
|  |
|  |
|  |

**Employment history in date order** (most recent first):

|  |  |  |
| --- | --- | --- |
| ***From - To*** | ***Employer*** | ***Position*** |
| MM/YY – MM/YY |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

If the external examiner comes from outside the University system, please give a short summary of the professional experience that makes the proposed examiner suitable for this position

|  |
| --- |
|  |

If the proposed external examiner comes from outside the UK HE system, please detail to what extent the proposed external examiner is familiar with the UK HE system

|  |
| --- |
|  |

**Experience of participating in Progression/Award Examining Boards (or equivalent) at more than one institution**

|  |  |  |
| --- | --- | --- |
| ***Year*** | ***Institution*** | ***Details*** |
| YYYY |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Please detail any association with the University (or partner of the University) during the last FIVE YEARS**

|  |  |  |
| --- | --- | --- |
| ***From - To*** | ***Institution*** | ***Nature of association*** |
| YY – YY |  |  |
|  |  |  |
|  |  |  |

Has the proposed external examiner agreed to be nominated for appointment? **YES / NO**

(if **NO,** ensure that agreement has been obtained before proceeding with the nomination)

Has the proposed external examiner been made aware that they will be acting in a self-employed capacity? (The Academic Office will provide a guide and template invoice for claiming the fee and any expenses.) **YES / NO**

(if **NO,** please ensure that they are content to proceed on

this basis before submitting the nomination)

**SECTION B: Criteria checklist**

| **Criteria for nominees** | **Criteria met**  *(or notes)* |
| --- | --- |
| The nominee has comprehensive knowledge and understanding of regulatory policies and practices across the UK Higher Education sector. |  |
| The nominee has experience of participating in Progression/Award Examining Boards (or equivalent) at more than one institution. |  |
| The nominee will not hold more than two external examining appointments if appointed |  |
| The nominee is not a member of the governing body or of one of the committees of the University or one of its collaborative partners, or a current employee of the University or one of its collaborative partners. |  |
| The nominee is not in a close professional, contractual or personal relationship with a member of staff involved in the delivery, management or assessment of any of the programmes or with a student currently on the programmes. |  |
| The nominee will not be required to act as external examiner for member(s) of staff at his/her own organisation who are students on any of the programmes of study. |  |
| The nominee would not be in a position to influence significantly the future of students on any of the programmes of study. |  |
| The nominee is not significantly involved in recent (within the last five years) or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of any of the programmes in question. |  |
| The nominee is not a former member of staff or student of the University unless a period of five years has elapsed and all students taught by or with him/her have completed their programme(s). |  |
| The nominee is not employed in the same department and institution as his/her immediate predecessor(s). |  |
| The appointment of the nominee will not result in more than one external examiner from the same department of the same institution. |  |
| The nominee has not been involved in the development of any of the programmes or their component parts as an external consultant. |  |
| The nominee did not act as an External Adviser for the validation of the programmes. |  |
| The nominee has agreed to be nominated for appointment. |  |

**SECTION C - Authorisation**

**Academic Discipline approval**

|  |  |
| --- | --- |
| Academic Director |  |
| Signature |  |
| Date |  |

**Institute approval**

|  |  |
| --- | --- |
| Dean (or pp. Dean’s representative) |  |
| Signature |  |
| Date |  |

The completed form should be sent to the Quality Assurance section of Academic Office (email: [AOexternals@uwtsd.ac.uk](mailto:quality@uwtsd.ac.uk)) for consideration.

**THIS FORM IS ALSO AVAILABLE IN WELSH**