**UNIVERSITY OF ULSTER** *Date Received:*

**NOMINATION OF EXTERNAL EXAMINER** (Taught courses only. Please refer to the University’s Code of Practice for External Examining. This application must be typewritten or word processed.)

**1. The Course(s)/Subject -** Name all courses in which the modules below are identified within the course structure as compulsory or optional. If nomination for an undergraduate Honours degree subject, state subject and whether available as Major, Main, Minor and/or Single Honours Strands.

 **Course Title** **Code** **Mode of Attendance** **Campus**

 **Details of every course containing the modules below must be individually recorded.**

 **The following heading/boxes should be completed only for subjects within Combined Honours Degrees.**

 **Undergraduate Honours Subject**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Major Main Minor Single Honours

 Faculty in which course/subject is located:

 (If validated course in another institution, please state institution)

 Course/Subject Director:

 Faculty Partnership Manager (if applicable):

 Number of students currently enrolled in Year 1:

 Modules to be examined by the proposed external examiner (Give codes if known):

 Where more than one course is identified above, indicate whether (and if so which) modules listed below are shared between the courses.

**2. Proposed External Examiner**

 Title and Name:

 Qualifications:

 Present Post:

 Place of Work (full address to be given):

 Address for correspondence if different:

 Email address:

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

 Name of present external examiner whom the nominee will replace:

**Eligibility to Work in the United Kingdom**

 The University is required by the UK Government’s Immigration Regulations (2008) to verify the right to work in the UK of any person undertaking work at the University of Ulster.

 Has the Faculty confirmed the nominee’s eligibility to work in the UK? YES/NO

 If confirmation has not yet been obtained, confirm that the Faculty agrees to undertake the necessary checks to confirm eligibility and make and maintain appropriate record of confirmation: YES/NO

**3. Proposed Period of Tenure** (The normal period of appointment is 4 years)

 For Academic Years       to

 Is this an extension? YES/NO If Yes, please complete 4.

**4. Proposed Extension to Period of Tenure**

 (The University permits extension for a period of not more than one year in exceptional circumstances only.)

 Give reasons:

**5. Other External Examiners**

 Names with present post and subject areas covered by other external examiners approved for the course and any further appointments pending:

**6. Curriculum Vitae**

 Give details of previous experience as an internal and/or external examiner together with other relevant experience. Please attach a CV and complete the checklist below. It is not sufficient to refer to the CV.

**6.1.** (Only persons of sufficient standing, credibility and breadth of experience to be able to command respect should be appointed. The nominee should have knowledge and understanding of UK sector reference points for the maintenance of academic standards and assurance and enhancement of quality; relevant academic and/or professional qualifications and/or relevant practitioner experience where appropriate; fluency in English and, where appropriate, in the relevant language; competence and experience in the relevant subject areas; previous external examining experience; and be aware of current developments in curriculum delivery and design and have expertise in the enhancement of the student learning experience. (PSRB requirements should be met.) If a nominee has not acted as an external examiner before, or fails to fulfil the appointment criteria, a supporting statement must be included describing how the expectations of the role would be fulfilled in terms of support and training. Where a nominee is from outside the UK, the supporting statement should include evidence of the nominee’s knowledge and understanding of the UK reference points.)

 **Give details of relevant experience by addressing the below.**

Is the nominee a member of the HEA? **Yes/No**

If ‘Yes’, state level of membership: Associate Fellow, Fellow, Senior Fellow, or Principal Fellow

 Has the nominee external examining experience? **Yes/No**

If ‘Yes’, include details here.

 **Please ensure that each question is fully addressed below:**

 **Describe experience relating to curriculum design and delivery and operation of a variety of assessment tasks appropriate to the subject, and experience in internal examination boards at their institution.**

 **Where a nominee is not at least a Fellow of the HEA and has no previous external examining experience, describe how the nominee would be supported in the role e.g. through appointment to a team of external examiners or mentoring (although mentoring may not always be appropriate for a nominee with a substantial record of experience in course design and assessment), through attendance at the EE Induction. (Refer to Section 3 of the Code of Practice for External Examining for further information on mentoring)**

 **Where the nominee is proposed as a practitioner external examiner, describe extent and relevance of practitioner experience.**

 **Where a nominee is from outside the UK, include evidence of the nominee’s knowledge and understanding of the UK sector’s agreed reference points for the maintenance of academic standards and assurance and enhancement of quality.**

6.2(An external examiner should not normally be appointed from a department/school where a member of the inviting School is serving as an examiner nor be replaced by an examiner from the same school/department. No more than one external examiner from the same department of the same institution should be appointed.)

 Confirm that the nomination will not create a reciprocal arrangement, or provide an explanation supporting the nomination.

6.3(During the preceding five years, an external examiner should not: have been a member of staff or student of the University, or of a partner institution, and all students taught by or with the external examiner should have completed their course(s); be a member of a governing body or committee of the University or of a partner institution, or employee of either; have a close professional, contractual or personal relationship with a member of staff concerned with the course; be required to assess colleagues who are students on the course; be in a position to influence significantly the future of students on the course; or be involved in substantive collaborative research activities with a member of staff. Reappointment to this or a related course should not be proposed within at least a five-year period.)

 Confirm that the nomination will not give rise to a conflict of interest, or provide information on arrangements to address.

6.4(External examiners should hold no more than two external examiner appointments at any point in time.)

 Give details of concurrent external examinerships and confirm that the nominee will be able to fulfil his/her responsibilities.

**7. Intellectual Property**

(Potential intellectual property difficulties, such as might arise from the need for commercial confidentiality, should be resolved in advance.)

 Confirm that written consent to confidentiality has been obtained where necessary.

**8.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

 (Course/Subject Director or Faculty Partnership Manager)

 Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

 (Associate/Head of School: if required)

 Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. Recommendation by the Faculty Board**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

 (Executive / Associate Dean of Faculty)

 Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10. Late Nominations**

For nominations proposed after the last meeting of Academic Standards and Quality Enhancement Committee in the academic year preceding the year of appointment, provide an explanation for the late submission of the proposal and outline the moderation arrangements that have operated.

(This form should be forwarded to the Centre for Quality Enhancement, following approval by the Faculty Board.)

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| **11. Office Use Approval***Date of Academic Standards and Quality Enhancement Committee approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *Pro-Vice-Chancellor (Academic Quality and Student Experience) on behalf of Council*Date of letter of appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Centre for Quality EnhancementJanuary 2025 |