

**Nomination of a new External Examiner for a taught course**

This form should be used to propose new External Examiner appointments.

(A separate form is available to propose modifications to existing appointments).

**The form should be completed (electronically) by the Course Leader, and then FORWARDED TO THE NOMINATED EXTERNAL EXAMINER for checking and signature**.

The form should then be returned to the Head of School together with a copy of the proposed External Examiner’s CV (in Word or pdf format). Following Head of School authorisation, the form and CV should be sent electronically to [Margaret Chaffey](mailto:m.chaffey@worc.ac.uk) in the Academic Quality Unit (AQU) for formal approval by the Academic Standards and Quality Enhancement Committee (ASQEC).

Once approved, written confirmation of the appointment will be circulated by AQU.

**Please complete ALL sections: if a section is not applicable please insert “N/A”.**

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| 1. | **Title** |  | **Full name of nominee** |  |
| 2. | **Nominee’s Contact details**  **Preferred correspondence address**  Telephone number:  Email address: | | |  |
| 3. | **Nominee’s Current post and organisation**  If retired, please give date of retirement  HESA Staff ID number (if known): | | |  |
| 4. | **Provision to be examined:**  Course/Award (BA, HND, etc.)  or  Module code, title and numbers of credits  Course Leader to provide details of approved Course/Award title, mode of attendance (full-time, part-time), course length (years, months, etc.  Please indicate number of credits if a short award (less than 120 credits)  Please provide the hyperlink to the related [Programme Specification(s)](http://www.worc.ac.uk/aqu/662.htm) | | |  |
| 5. | **Course Leader (or Course Contact)**  **(UW School)** | | |  |
| 6. | **Anticipated number of students involved** | | |  |
| 7. | **Exam board dates** e.g. February and June | | |  |
| 8. | **Collaborative provision only**  Name of partner organisation:  Specify if External Examiner is to cover collaborative provision only, OR both internal and collaborative. | | |  |
| 9. | **Reciprocal arrangements**  To ensure that reciprocal arrangements are avoided, please confirm whether or not there have been any subject-related links between the two institutions within the last 3 years: e.g. External Examiner appointments held by members of School staff at the nominee’s institution, collaboration on research activities or co-publications, research supervision/examining etc. | | | Yes/no  If yes, nature of link |
| 10. | **Any PSRB (Public, Statutory, Regulatory Body) requirements**  Please see Section 3 of the [programme specification](http://www.worc.ac.uk/aqu/662.htm) | | |  |
| 11 | **Start and end dates**  External Examiners will normally be associated with 4 cohorts of students, and be appointed for 4 academic years plus one semester. | | | From: September 20xx  To: December 20xx |
| 12. | **External Examiner to be replaced**  Provide name and organisation of predecessor | | |  |
| 13. | **Where multiple External Examiners for a course**  Please specify the modules to be covered by the new post-holder and provide name(s) and responsibilities of each of the other External Examiners.  If more than two External Examiners currently in post, please provide a separate grid of modules/responsibilities. | | | New post-holder:  Modules to be covered/responsibilities:  Name of additional EE(1):  Institution:  Date appointment ends:  Modules covered/Responsibilities:  Name of additional EE (2):  Institution:  Date appointment ends:  Modules covered/Responsibilities: |
| 14. | **Previous External Examining experience** Provide details of current and previous External Examiner appointments with dates and Institutions over the last 5 years | | |  |
| 15. | **Rationale for selection of nominee**  Provide brief rationale, including assurance that nominee has appropriate experience for the level and type of course for which they are being nominated as EE (full details will be included in the CV) | | |  |
| 16. | **Mentoring requirements**  Will the External Examiner require mentoring?  Please see the [UW Mentoring Policy for New External Examiners](http://www.worc.ac.uk/aqu/documents/UW_Mentoring_Policy_for_Mentors.pdf) for guidance.  **If so, please include name of External Examiner who will act as mentor:** | | |  |
| 17. | **Any involvement or relationship with University of Worcester**  Provide details of any current or previous involvement with the University of Worcester (or collaborative partner if applicable) e.g. acting as external adviser for course approval or external panel member for a periodic review, collaboration on research projects or publications, research supervision/examining etc. | | |  |
| 18. | **Declaration**  Nominee to use this space to declare any direct interest or links with UW or its staff, programmes, students or partner colleges | | | Signature of proposed External Examiner  (or attach email or electronic signature) |
| 19. | **Authorisation by UW Head of School or nominee** | | | Signature of Head of School  (or attach email or electronic signature) |

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| **This form must be accompanied by the nominee’s full CV in Word or pdf format.**  **All appointments should adhere to the** [**Regulations for the Appointment of External Examiners**](http://www.worcester.ac.uk/registryservices/documents/RegulationsfortheappointmentofExternalExaminers.pdf) |

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| **For completion by AQU Officer and ASQEC committee member** | |
| **Any duplication of links at both institutional and School level as confirmed by the Academic Quality Unit**  AQU to identify from their records any instances where nominations are made from the same institution and for the same UW School. |  |
| **Approved by Committee Member on behalf of ASQEC**  Any comments or clarification required? | Approved / Not Approved  Date: |
| **Approved by Chair of ASQEC, Director of Quality and Educational Development**  Any comments or clarification required?  If mentor required, to be noted for ASQEC. | Approved / Not Approved  Date: |
| **Approved by Vice Chair of ASQEC,**  **Academic Registrar** | Approved / Not Approved  Date: |