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| External Examiner – Nomination Form |  |

**Section A. Details of the Provision**

**(to be completed by the Department/School/Learning Partnerships Office)**

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| ***Name of External Examiner*** |
| ***Current Post and Full Employer’s/Home Address*** |
| ***Email Address of External Examiner***  |
| ***Course(s) of Study to be Examined*** |
| ***Titles of Units to be Examined*** *(to be completed where the External Examiner will have responsibility for a particular part of the course)* |
| ***Name of any external professional body accrediting this course*** |
| ***Name of Department/School/and partner organisation working with*** |
| ***Name of contact administrator*** |
| ***Name of Director of Studies***  |
| ***Name of External Examiner to be replaced and their current institution and Department/School*** |
| ***Names of any other External Examiner(s) with responsibility for this course and their current institution(s) and Department/School(s)*** |
| ***Proposed Term of Office (normally 3 academic sessions in the first instance)***\_\_ /\_\_ / 20\_\_ to \_\_ / \_\_ / 20\_\_  |
| ***If the nominee is a first-time External Examiner, identify the arrangements for mentoring, induction and support that will be put in place.*** |

Note: Departments/the School/LPO should consider before submitting the nomination, for avoidance of reciprocal examining arrangements, whether there may already be staff members acting as external examiners on cognate courses at the nominee’s institution. Advice may be taken from the Assistant Registrar in the Faculty/School (Paragraph 4.5k of QA12 – see extract below).

**Section B. Details of Proposed External Examiner**

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| ***Details of Academic Qualifications and Professional Experience*** *(please attach a current C.V.). Please see following pages outlining prior experience expected and any disqualifying conditions*  |
| ***Current External Examiner Appointments*** *(course title and institution and dates of appointment)* |
| ***Previous External Examiner Appointments*** *(course title and institution and dates of appointment)* |
| ***Previous Employment at the University of Bath*** *(please give details of any teaching appointments in the past 10 years)* |
| ***Previous contact with the School/Department/partner organisation*** 1. *Please specify any research links or collaborative arrangements within the past 5 years)*
2. *Please give details of any involvement as an external reviewer or degree scheme review panel member within the past five years.*

*Careful consideration should be given to balancing the advantages of appointing an individual with the ability to provide a fully independent perspective against those of engaging someone who has some prior knowledge of the course and its ethos. Where there has been prior involvement of this nature the Department should provide the reasoning to support the nomination.* |
| ***Nominee’s undertaking:****I confirm that;* 1. *I do not come within any of the disqualifying categories specified over the page under 4.5 of QA12.*
2. *If I am appointed as an examiner for this course/group of courses or units, within the term of the appointment I will not, at any point, hold more than one other external examiner appointment.*

*c. I will notify the University of any change of circumstances which might represent a conflict of interests or make me ineligible to continue to hold the post.* *Signature of Nominee ………………………………………………. Date ……………………………* |

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| ***Appointment criteria (see below)*** *Brief outline of any issues to be drawn to the attention of Board of Studies e.g. reciprocal arrangements (4.5k), professional/research collaboration (4.5i), workload (4.6, 4.7), prior involvement as external examiner or DSR panel member.*  |

I confirm that this nomination meets all the requirements specified in QA12 External Examining (Taught Provision) in the University’s QA Code of Practice as reproduced on the attached extract

## Head of Department/Dean of School ................................................................. Date ..............................

*FOR COMPLETION FOLLOWING BOARD OF STUDIES MEETING*

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| ***Board of Studies*** *summary of discussion/decision* |

**Extract from** [QA12](http://www.bath.ac.uk/quality/documents/QA12-2014-15.pdf) **External Examining for Taught Courses**

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## **Appointment Criteria**

1. An External Examiner shall:
* have knowledge and understanding of the UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality;
* have competence and experience in the field covered by the course;
* have academic qualifications/professional qualifications to at least the level of the qualification being externally examined;
* have experience of setting examinations and running assessment procedures (either externally or internally);
* have sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of peers;
* have familiarity with the standard to be expected of students in the course to be examined;
* have fluency in English;
* have met the criteria set out by relevant professional and accrediting bodies;
* have awareness of current developments in the design and delivery of the flexible curriculum;
* have expertise in the enhancement of the student learning experience.
1. An External Examiner will normally be expected to have had some prior experience of external examining. Where this is not the case, the Head of Department/LPO/appropriate Associate Dean in the School of Management is responsible for ensuring that a suitable course of induction and briefing is put in place to support the appointee in their new role.
2. Whenever possible, a first-time External Examiner should be appointed as part of a team and mentored by an experienced External Examiner who meets the criteria set out in paragraphs 4.1 and 4.5.
3. External Examiners from outside the UK Higher Education system, for example from industry, are appropriate in certain circumstances. Key selection criteria will be the relevance of their expertise and recent experience of standards in UK higher education.
4. To avoid conflicts of interest and for the assurance of independence, an External Examiner will **not** be appointed if they are covered by the following categories:

a. an employee of the University of Bath;

b. a member of University Court or Council or the equivalent bodies of partner organisations;

c. any former students or staff of the University unless a period of at least five years has elapsed since leaving the University and all students taught by or with the external have completed their courses;

d. a near relative of a member of staff or student involved with the course of study;

e. anyone closely associated with the sponsorship of students on the course;

f. anyone closely associated with placements or training arrangements for the course;

g. anyone required to assess colleagues who are recruited as students to the course of study;

h. anyone in a position to influence significantly the future of students on the course of study;

i. anyone involved in recent or current substantial collaborative research activities with a member of staff closely involved with the course of study including its assessment processes;

j. anyone whose appointment would lead to a reciprocal arrangement involving cognate courses of another institution;

k. anyone replacing an External Examiner who is a colleague from the same Department in the same institution;

l. anyone from Departments in partner institutions which contribute to the course being examined;

m. anyone from the same Department in an external institution where there is already an External Examiner appointed to the same Bath course or group of courses;

1. Careful consideration should be given to balancing the advantages of appointing an individual with the ability to provide a fully independent perspective against those of engaging someone who has a degree of prior knowledge of the course and its ethos notably as an external reviewer or as a member of a degree scheme review panel. Where there has been prior involvement of this nature the case for appointment should be presented to the Board of Studies. Possible nomination as an external examiner should not be discussed with external reviewers or DSR panel members prior to the completion of all review/approval activities.
2. Anyone who already has a significant commitment during key assessment periods and is therefore unlikely to be able to attend in person for Examiners’ meetings and events, and give due attention in completing the appraisal of scripts, should not be appointed as an External Examiner.
3. External examiners should not normally hold more than two External Examiner appointments for taught courses and units at any one time. Nominees should accordingly give an undertaking prior to their approval that they will not hold more than one other External Examiner appointment at any point during the term of their appointment.

**Section C. Payment of Fees STRICTLY CONFIDENTIAL**

**(To be completed by the Department/School/)**

Please submit this section at the same time as you submit the Nomination Form.

**Section C will not be submitted to the Board of Studies.**

After the appointment has been approved, this information will be sent to Academic Registry to enable them to issue a contract of employment.

***GUIDELINES ON THE PAYMENT OF FEES AND EXPENSES:-***

***Please contact Academic Registry –*** ***externalexaminers@bath.ac.uk******tel:01225*** ***383118***

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**External Examiner: ……………**

As Head of Department/Associate Dean, School of Management

I recommend that a fee of £……………. should be paid to the above-named External Examiner for the course of study and academic session(s) as stated in Section A.

Name: Date: .……………………..…………

School/Department:

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| *TO BE COMPLETED BY SECRETARY TO BOARD OF STUDIES***Appointment approved by Board of Studies on (date):** **……………………………………………………****Extension noted by Board of Studies on (date)****…………………………………………………….** |