# Recommendation for Appointment of External Examiner for Taught Courses of Study

*Before completing this form please refer to the Code of Practice for Quality Assurance -* [*Annex K*](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-k)*: External Examiners for Taught Courses.*

***Note:*** *All sections of this form must be completed before sign-off.*

# Course Details

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| **Division:** |
| **School/Centre:** |
| **Qualification:** BA/BSc/MA/MSc/other *(if other, please specify)* | Undergraduate/Postgraduate (*please delete, as appropriate)* |
| **Title of Course of Study:** |
| Separate list of modules attached (Title, level and credit value of the modules) *Please tick* |  |

# Nominee Suitability

**Note:** This application MUST be accompanied by the CV of the nominee together with information about similar appointments which the nominee holds or has held as External Examiner.

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| Curriculum Vitae attached, including information about similar appointments *Please tick box* |  |

**Note:** An External Examiner should not normally hold more than two appointments concurrently - this includes other appointments at University of Kent. An External Examiner normally should not serve more than four years in total at the University.

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| Please list other External Examiner appointments currently held by nominee: |

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| (See Annex C Appendix D: Guidance on the use of External Advisers for Course Approval.)Has the nominee acted as an External Adviser during the approval of the course? **Yes/No** *(please delete)*If **yes,** please justify the appointment of the nominee as External Examiner to this course, on an exceptional basis: |

**Note:** An External Examiner should not normally be appointed where there is one or more of the conflicts of interest set out in section 4.2 of [Annex K](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-k).

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| Does the nominee meet any of the conflicts of interest set out in Annex K section 4.2 (e.g. reciprocal arrangement involving cognate courses at the nominee’s institution) or hold any position of responsibility which may be viewed as a conflict of interest with the role? **Yes/No** *(please delete)*If **yes,** please justify the appointment of the nominee as External Examiner to this course, on an exceptional basis. The rationale for approval of the appointment should highlight the positive attributes to the University of making such an appointment. This information will help support the decision-making process.  |

**Note:** it is a requirement of the QAA that students will be provided with their External Examiner’s name, position and home institution (it will be clearly stated that students may not contact the EE under any circumstances).

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| The nominee has been advised that their name, position and home institution is required to be provided to students. *Please tick box* |  |

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| Name of External Examiner this appointment is replacing: |  |

# Nominee Details

|  |  |  |
| --- | --- | --- |
| **Title:** | **First Name:** | **Last Name:** |
| **Position Held:** | **Institution:** |
| **Institutional Address (incl dept):** | **Home Address:** |
| **Tel No:****Mobile No:**  | **Date of Birth:****Gender:** |
| **Email:** | **National Insurance No:***(if appropriate)* |

# Home Office Visa Requirements

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| External Examiners are classed as employees of the University; we are obliged to establish that staff appointed to this role, as with any other, have a legal right to work in the UK. Please attach a copy of the nominee’s right to work documentation which is required for the appointment to be approved. For further eligibility guidance see [HR’s website](http://www.kent.ac.uk/hr-managementinformation/documents/eligibility-to-work/checking-eligibility-guidance.pdf). |
| Copies of relevant documents attached. *Please tick box* |  |

# Period of Appointment

The normal period of appointment is four years (see section 4.4 of Annex K of the Code of Practice). It is recommended that appointments for External Examiners for undergraduate courses should normally start in September and appointments for External Examiners for postgraduate courses should normally start in January.

Where the External Examiner has already completed a four year term and a one year (maximum) extension is requested, a special case must be set out in the box below. The request must also highlight any changes in the External Examiner’s circumstances e.g. change of institution or role, which may, as a result, conflict with this role (see section 4.2 of Annex K). The rationale for approval of the appointment should highlight the positive attributes to the University of making such an appointment. This information will help support the decision-making process.

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| **Start Date:** | **End Date:** |
| **Extension from:** | **Extension to:** |
| **Special Case** |

# Approval of Nominee

I recommend the appointment of the nominee named above as External Examiner. I confirm that this appointment is in compliance with section 4 of Annex K of the Code of Practice for Quality Assurance of Taught Courses.

***(Print name and sign)***

**Director of Studies (or Head of Centre/School) Date**

**Approved on behalf of Senate and Council**:

**Deputy Vice-Chancellor Education and Student Experience Date**

Following approval by the Deputy Vice-Chancellor Education and Student Experience this form should be forwarded to the Quality Assurance and Compliance Office. This Office will send a Letter of Appointment to the External Examiner. A copy of this form and the letter of appointment will be sent to the relevant School/Division.

QACO

Letter of appointment sent: