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# London Met Logo

# EEA2: Application for approval of an External Examiner for Awards Board

This nomination form should be used to propose and authorise a new appointment for the University’s Award Boards. The completed form should be submitted by the Dead of School to the AQD, who will check due diligence, confirm with Academic Registrar and process the appointment. Please complete all sections; if any sub-section is not applicable, indicate N/A. Please refer to [Appendix A](#Appendix) of the form to ensure the proposed examiner fulfil the categories for ‘conflicts of interest’. Please attach the proposed external awards examiner’s curriculum vitae. Please note, the nomination will be approved subject to receiving the external’s original copy of **Right to Work in UK** document i.e. passport.

***Section A*** *should be completed by the proposer****Section B*** *should be completed by the proposed External Examiner****Section C*** *should be completed by the Academic Quality & Development (AQD)****Section D*** *should be completed by, or on behalf of the Academic Registrar*

*NB: Please delete any guidance text before submitting the form for approval.*

***Please return completed forms to*** [***externalexaminer@londonmet.ac.uk***](mailto:externalexaminer@londonmet.ac.uk)

**Section A: Details of Board**

|  |  |
| --- | --- |
| **Title of Board** | University Awards Board  Other (please specify): |
| **Proposed period of tenure** | From: (Month, year)  To: (Month, year) |
| **Examiner to be replaced** | Place of work (institution):  Position:  Tenure as External Examiner: From (Month, Year) To (Month, Year) |

**Section B: External Awards Examiner Details**

|  |  |
| --- | --- |
| **Title** | Mr  Mrs  Ms  Miss  Dr  Prof |
| **Surname** |  |
| **Forename(s)** |  |
| **Correspondence Address** |  |
| **Telephone (home)** |  |
| **Telephone (work)** |  |
| **Email (home)** |  |
| **Email (work)** |  |
| **Current Employment (if retired please indicate)** | Employer: Dates: |
| **Previous Employment (Last ten years)** | Employer: Dates:  Employer: Dates:  Employer: Dates:  *(If there are more, please copy and paste the above information and complete)* |
| **Higher Education Qualifications** | Institution:  Qualifications Gained:  Dates: |
| **Professional Qualifications** | Professional Body:  Qualification/Membership status:  Dates: |
| **Current External Examiner Appointments:** | Institution:  Course:  Tenure Dates: |
| **Previous experience as an External Examiner:** | Institution:  Course:  Tenure Dates:  *(If more than one, please copy and paste the above information and complete)* |
| **Other Relevant experience** | *As an internal examiner, or in other related capacity (e.g. Quality Assurance activities), during the past 5 years* |
| **Research and related scholarly/professional activity/consultancy** | *Please give a brief account of main activities with particular reference to the last five years and list major publications (books, articles in refereed academic or professional journals, exhibitions, productions, etc.), with dates or refer to cv. If from a non-academic profession please give details of any related commercial and professional activity relevant to the course(s) in the last five years.* |
| **Teaching Experience** | *Please give a brief account of main areas of teaching responsibilities (if any) over the last five years or refer to CV.* |
| **Any current/previous association with London Metropolitan University** | *Please give a brief account including dates of any current or previous associations with London Metropolitan University or its predecessor institutions, University of North London or London Guildhall University, in the last ten years.* |
| **Signature** | **Signed:**  **Date:** |
|  |  |

**Section C: Completed by Academic Quality & Development (AQD)**

**Please complete the checklist below by deleting YES or NO. If the answer to any question is YES then please provide a supporting statement.**

|  |  |
| --- | --- |
| Is the nomination being made less than 6 months before the current examinership expires? | Yes  No |
| Is the appointment for other than 4 years? | Yes  No |
| Does the nominee hold two or more examiner appointments outside London Metropolitan University? | Yes  No |
| Does the nominee already examine any other London Metropolitan University courses? | Yes  No |
| Has the nominee held any appointments as an External Examiner at London Metropolitan University or its predecessor institutions within the past four years? | Yes  No |
| Is the nominee from the same institution as the examiner that s/he is replacing, or from the same institution as any other Awards External Examiner connected with the same scheme? | Yes  No |
| Has the nominee been associated with, or employed in any position by, London Metropolitan University or its predecessor institutions within the past four years? | Yes  No |
| Does the nominee lack experience of modular degree schemes? | Yes  No |
| Is the nominee eligible to work in the UK? | Yes  No |

## Supporting Statement (where necessary):

AQD Representatives Signature:

Date:

|  |
| --- |
| Section D: Proposed arrangements for induction and authorisation of nomination |
| It is my intention to welcome the External Examiner to her/his new role and check that s/he has a full understanding of her/his responsibilities.  I have checked the application and consider it to be appropriate.  Signature of Academic Registrar  Signature:  Date: |

# Appendix A

**Conflicts of interest**

London Metropolitan University do not appoint as external examiners anyone in the following categories or circumstances:

* A member of a governing body or committee of the appointing body or one of its partners, delivery organisations or support providers, or a current employee of the appointing body or one of its partners, delivery organisations or support providers.
* Anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study.
* Anyone required to assess colleagues who are recruited as students to the programme of study.
* Anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study.
* Anyone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question.
* Former staff or students of the higher education provider unless a period of five years has elapsed and all students taught by or with the external examiner have completed their programme(s).
* A reciprocal arrangement involving cognate programmes at another higher education provider.
* The succession of an external examiner by a colleague from the examiner's home department and provider.
* The appointment of more than one external examiner from the same department of the same higher education provider.

Academic Quality and Development (AQD) will consider the above categories or circumstances to check conflict of interest prior to approving a nomination.

**Terms of office**

* The duration of an external examiner's appointment will normally be for four years, with an exceptional extension of one year to ensure continuity.
* An external examiner may be reappointed in exceptional circumstances but only after a period of five years or more has elapsed since their last appointment.
* External examiners normally hold no more than two external examiner appointments for taught programmes/modules at any point in time.