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# London Met Logo

# EEA1 External Examiner nomination form

This form ***must*** be used to propose a new appointment for an External Examiner. The completed form should be submitted, six months before the proposed start of the period of tenure. The nomination ***must*** be proposed by or on behalf of the Head of School to the AQD, who will check due diligence, confirm 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 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 school/proposer.***
***Section B should be completed by the proposed External Examiner.***
***Section C should be completed by, or on behalf of the Head of School.***
***Section D should be completed by the Academic Quality & Development (AQD).***

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

***Please return completed forms to*** ***externalexaminer@londonmet.ac.uk***

**Section A: Completed by School**

|  |  |
| --- | --- |
| **Title of Proposed Examiner** | [ ]  Mr [ ]  Mrs [ ]  Ms [ ]  Miss [ ]  Dr [ ]  Prof. |
| **Full Name of Proposed Examiner** |  |
| **Course(s) to be examined** | 1. ……
2. ……
3. ……
 |
| **Subject Standards Board** |  |
| **Proposing School(s)** | [ ]  AAD [ ]  GSBL [ ]  SCDM [ ]  SHSC [ ]  SSSP [ ]  SBE |
| **Location of course(s)** | [ ]  Holloway [ ]  Aldgate [ ]  Other: |
| **Collaborative course details (if applicable)** | Course Title:Partner: |
| **Modules to be examined, module code and Student number** | Module code, Module Name, (Approx. Number of Students) *An EE should be assigned between 9 – 15 modules as a maximum.*1. ……
2. ……
3. ……
4. ……
5. ……
 |
| **Proposed period of tenure** | From: (Month, year)To: (Month, year) |
| **Examiner to be replaced** | Name:Place of work (insitution):Position: Tenure as External Examiner: From (Month, Year) To (Month, Year) |
| **Subject Standards External Examiner Team** | Give details of other External Examiners associated with these and cognate award titles(s). Indicate with an asterisk those External Examiners not yet formally approved by the University. |

**Section B: Completed by the proposed External Examiner**

|  |  |
| --- | --- |
| **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** | Insitution: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: |

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| Section C: Proposed arrangements for induction and school authorisation of nomination |
| *Section C must be completed by the academic member of staff nominating the External Examiner and then signed below by either the Head/Dean of School or Chair of the School LTQC.***Please complete the following statement.**At the earliest appropriate time following approval, *(External Examiner’s Name)* will be invited to meet with the following staff in order to be inducted into the structure of the school and the courses and modules for which he/she will act as External Examiner.*(Name) (Title/responsibility)**(Name) (Title/responsibility)**(Name) (Title/responsibility)*Where applicable and feasible, arrangements will also be made for a meeting with the other External Examiner(s) associated with the course(s) and cognate subject areas.It is my intention, in conjunction with AQD, to ensure that *(External Examiner’s Name)* is welcomed to his/her new role and has a full understanding of his/her responsibilities, and that the original copy of their proof of right to work in the UK is verified. I have checked the application and consider it appropriate.School LTQC Chair/Head of School (or on behalf of the Head of School):**Signature:** **Date:**  |

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

Please complete the checklist below by ticking **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 examiner’s tenure expires? | [ ]  Yes [x]  No |
| Is the appointment for other than 4 years? | [ ]  Yes [x]  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 previous appointments as an External Examiner at London Metropolitan University? | [ ]  Yes [ ]  No |
| Do any members of the nominating school teaching on a cognate course act as an External Examiner for the institution from which the nominee is drawn? | [ ]  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 External Examiner connected with the same or cognate course(s) or within the same Subject Standards Board(s)? | [ ]  Yes [ ]  No |
| Is the nominee associated with the course or school in any way? | [ ]  Yes [ ]  No |
| Has London Metropolitan University employed the nominee in any position at any time within the past five years, including student research? | [ ]  Yes [ ]  No |
| Where there are any professional body requirements regarding the appointment of External Examiners, does the nominee fail to meet them? | [ ]  Yes [ ]  No |
| Does the nominee lack external examining experience? | [ ]  Yes [ ]  No |
| Does the nominee lack internal examining experience? | [ ]  Yes [ ]  No |
| Has the nominee failed to provide evidence of eligibility to work in the UK? | [ ]  Yes [ ]  No |

**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.