|  |
| --- |
| **RECOMMENDATION FOR THE APPOINTMENT OF AN**  **EXTERNAL EXAMINER FOR A TAUGHT PROGRAMME**  *Please note this form should be completed by the nominating Department and not by the proposed External Examiner. Once signed by the Deputy Dean (Academic Affairs), the form should be sent to Quality Assurance (via* [*external@brunel.ac.uk*](mailto:external@brunel.ac.uk)*) which will then seek support of the Registrar (or equivalent officer) or their delegated nominee, and then if deemed appropriate submitted to the Pro Vice Chancellor – Education for approval on behalf of Senate. Please include a CV of the proposed Examiner.*  *This form must be submitted at least six months before the current examiner’s appointment expires.*  *A reasoned case is required in support of all nominations. The nomination should be made with reference to* [*Senate Regulation 4*](http://www.brunel.ac.uk/about/administration/senate-regulations) *and the* [*UK Quality Code for Higher Education*](https://www.qaa.ac.uk/quality-code)*.* |
| Department submitting nomination: |
| Contact, in case of query: |
| Nomination approved by Deputy Dean (Academic Affairs):  Name:  Signature:  Date: |
| **PART A - THE PROPOSED EXTERNAL EXAMINER** |
| Surname: Title:  Forename(s):  Name of outgoing External Examiner:  If the proposed Examiner is not a direct replacement for a previously appointed examiner, please give a brief explanation of the reason for appointment i.e. new programme, increase in size of examining team etc. |
| Present post Title of current post (*Please give grade of post if not explicit in the title*):  Place of work and address:  Telephone number:  E-mail address: |
| **Right to Work in UK**  To the best of my knowledge, the nominee is either a UK national or holds permission to work in UK without restriction:   |  |  | | --- | --- | | YES | NO |   OR  To the best of my knowledge, the nominee has a temporary right to work in the UK which covers the whole of the period for which they are being appointed:   |  |  | | --- | --- | | YES | NO |   OR  To the best of my knowledge, the nominee does not have a specific right to work in UK or has a temporary right to work which last 6 months or less:     |  |  | | --- | --- | | YES | NO |   ***Note 1: the Right to Work in UK is covered by strict Home Office regulations, found here https://www.gov.uk . The nominee’s right to work in the UK will be checked by Quality Assurance before the appointment is confirmed. If you have any queries, please contact external@brunel.ac.uk*** |
| **Examining experience**  Other current appointments as an External Examiner:  (*Please give as much detail as possible. See Note 2*)  ***Note 2:*** *Where the nominee currently holds two substantial external examining appointments please indicate the ways in which he/she will be able to carry out fully the roles and responsibilities defined by Senate.* |
| **PART B - THE PROGRAMME** |
| **Level and full title(s) of programme(s**) **and Route Code**:(*see note 3)*   |  |  | | --- | --- | | ***Programme Title*** | ***Route Code*** | |  |  | |  |  | |  |  | |  |  | |  |  |   ***Note 3:*** *Please insert Programme(s) Title as it appears in the Programme Specification and the Route Code used in SITS.* |
| Requirements of professional body if applicable (e.g. concurrent appointment required) – please detail. |
| **Term of appointment**  (*Appointments are normally made for four years)*  From (month/year): To (month/year): |
| **Examiner's role:**  a) Sole Examiner for subject or course? YES/NO  (*Please delete as appropriate)*  b) Member of team of Examiners? YES/NO  (*Please delete as appropriate)*  c) If part of a team of Examiners, how many other Examiners involved?  d) Special responsibilities, if any (e.g. Chief Examiner) |
| Please list the names of other External Examiners currently appointed for the programme(s). Please detail their particular areas of responsibility and the proposed inter-relationship between the work of the examiners. |
| **PART C - INFORMATION SUPPORTING THE NOMINATION** |
| Please state the particular expertise the Examiner brings to the process of external examination, and the relevance of his/her experience to the position/programme (see note 4)  **Note 4:** *Nominees should have an understanding of academic standards in other institutions sufficient to enable them to assist with national comparisons of standards. If the external expert, although highly versed in his/her own field, may be unaware of up-to-date university procedures and standards, or does not have recent assessment experience, an additional examiner may be required. Please indicate the ways in which the nominee is aware of, and able to uphold, the academic standards appropriate to the named award.* |
| Qualifications: Academic/ProfessionalHigher Education Institution(s) attended Qualifications obtained, with dates Professional qualifications Professional body Qualifications/status of membership, with dates |
| Employment history  Employer Post(s) with dates (for past 10 years) |
| Current or previous association with Brunel University, its associated institutions, the nominating department, individual staff members, or students, with dates. |
| Nominee’s experience as an External Examiner in the last five years  Institution Programme title and level Dates of appointment |
| Experience as an internal Examiner in the last five years *(Please provide brief details if appropriate)*  Programme title and level Role Dates |
| Research and related scholarly or professional activity/consultancy  *(Please see Note 7*) |
| Teaching experience  *(Please see Note 7)* |
| Other relevant professional experience  *(Please See Note 5)*  **Note 5:** *Please give a brief account of the proposed External Examiner’s main activities over the last five years, listing major books and publications in refereed research and teaching journals, with dates*.  Where possible, examiners should be sought from research intensive universities. If the nominee is not from such an institution, give the rationale for the choice of this nominee, including reference to their own research activity. |