Eligibility To Work: External Examiners of Undergraduate and Postgraduate Taught Programmes

Introduction

The University must, by law, obtain documentary evidence of prospective employees’ eligibility to work in the UK to avoid liability of a civil penalty for employing illegal workers. The same principle applies to external examiners paid on a fees basis. Nominated external examiners will need to present a document or documents from one of two lists provided by the Home Office in order to satisfy the University that they are eligible to work in the UK before commencing any work at all as an external examiner for Newcastle University.

The full right to work check needs to be complete before any work at all is undertaken by the individual and before the appointment email is sent.

The Learning and Teaching Development Service (LTDS) will conduct the right to work process for all undergraduate and postgraduate taught external examiners, these should not be carried out by academic units.

Checking and Copying Documents

The University must follow these steps to comply with the legal requirements.

Step 1: Obtain original documentation
- The nominated external examiner must supply their original documentation from List A or List B. This can be done via secure postage in which all costs will be reimbursed, or if local to the area, this can be carried out in person at LTDS offices.

Step 2: Visual check of documentation
- Whilst LTDS has the documentation, a LTDS staff member will then conduct a visual check of the documentation and the individual.
  - If the individual has brought the documentation to the LTDS offices, this will be done in person at that time.
  - If the documentation has been posted this will be done via a virtual meeting (e.g. Skype).
- The check should include;
  - Check that photographs are consistent;
  - Check expiry dates of limited leave to enter or remain in the UK have not passed;
  - Check any UK Government endorsements (stamps, visas etc.) to see if the person is able to do the work of an external examiner;
  - Check that the documents are genuine and have not been tampered with;
  - If the names are different on any of the documents, request an explanation and further documentary evidence, i.e. marriage certificate.

Step 3: Copy and confirmation of verification
- LTDS will take a copy of the original documentation.
  - For passports or travel documents, a photocopy or scan must be taken of the document’s front cover and any page containing the holder’s personal details. Copy any page that
provides details of nationality, photograph, date of birth, signature, date of expiry or biometric details; and
- Any page containing UK Government endorsements, noting the date of expiry and any relevant UK immigration endorsement which allows the person to do the type of work being offered. Ensure that the copy or scan is legible.
- If presented with a Biometric Residence Permit (BRP card), ensure a good quality copy is taken of both sides.
- LTDS will sign and date the copies on each page by writing the following;
  - Check conducted on: (insert date)
  - By: (insert name)
  - Signed (insert signature)
- LTDS will then arrange for the documentation to be returned to the External Examiner via secure postage.

LTDS staff are not expected to be an expert on forged documents. If there are any doubts or the staff member needs some advice, the staff member should contact the local HR team.

Step 4: Record keeping
- LTDS will scan the signed and dated copy and email it to recruitment@ncl.ac.uk stating that this is the check for an external examiner for taught programmes; and then securely dispose of the paper scan.
- No local copies (paper or scanned) should be held by anyone but the central HR team.

LTDS will be responsible for contacting external examiners with limited leave to remain in the UK and will check their documents on expiry of their current permission.

Migrant Workers Entering the UK with a Certificate of Sponsorship

If a prospective external examiner is in possession of a Certificate of Sponsorship issued by another institution, the examiner will be permitted to carry out examination work under the Home Office’s permitted ‘supplementary employment’ criteria and must present their permission to work endorsed documents for verifying to LTDS before commencing any work.

Additional Changes to Immigration

For further information on recent changes to immigration, please see the document [http://www.ncl.ac.uk/hr/recruitment/migrants.php](http://www.ncl.ac.uk/hr/recruitment/migrants.php)

Lists of acceptable documents for Right to Work checks