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 their work.

What you need to do

In order to comply with this legal requirement Schools must obtain and check copies of certain original documents BEFORE appointment letters are issued by the Learning and Teaching Development Service (LTDS) (the only exceptions to this rule are migrant workers entering the UK using a Certificate of Sponsorship – see below) AND confirm verification of the documents upon the external examiner’s first attendance at the University. If a person provides a document from List A, this will constitute the required documentary evidence for the duration of their term as an external examiner for a Newcastle University programme. If a person presents a document or documents from List B, this indicates that they only have limited leave to remain in the UK. In this circumstance the check must be repeated once the current permission expires unless they subsequently provide documentation proving that they can remain permanently in the UK.

Checking and Copying Documents

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

Step 1: The nominated external examiner must supply a scanned copy or photocopy of an original document from List A or List B, to be submitted together with a brief CV prior to consideration by the Board of Studies of whether to appoint the examiner.

Step 2: Record keeping

- The School must send copies of the document(s) to LTDS (ext.examiners@ncl.ac.uk) along with the nomination form and nominee’s CV.

Step 3: Confirm verification

- Upon their first attendance at the University (but preferably before the first day), the nominated external examiner must provide an original document or documents from List A or List B.
- The School must check the validity of the document before any work is undertaken by the external examiner:
Check that photographs are consistent;
Cross-check dates of birth;
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;
Satisfy yourself that the documents are genuine and have not been tampered with;
If the names are different on any of the documents, ask for an explanation and further documentary evidence, i.e. marriage certificate.

You are not expected to be an expert on forged documents. If you have any doubts or need some advice, please contact your local HR team.

- 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. In particular, you must 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 you are offering. Ensure the copy or scan is legible.
  - If presented with a Biometric Residence Permit (BRP card), you must ensure a good quality copy is taken of both sides.

**Step 4:** Confirm verification
Sign and date each page of the documents with the statement ‘I certify that this is a copy of the original documentation which I have verified’.

**Step 5:** Record keeping
The copies should be sent to LTDS [ext.examiners@ncl.ac.uk](mailto:ext.examiners@ncl.ac.uk).

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 UKVI’s permitted ‘supplementary employment’ criteria and must present their permission to work endorsed documents for verifying to LTDS on their first day at the University, or sooner if practicable.

**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

(See Annex A - page 26)

<table>
<thead>
<tr>
<th>Document last modified by LTDS, July 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>This document is primarily intended for:</td>
</tr>
<tr>
<td>Chairs of Board of Examiners</td>
</tr>
<tr>
<td>Degree Programme Directors</td>
</tr>
<tr>
<td>School Managers/Admin</td>
</tr>
<tr>
<td>Contact:</td>
</tr>
<tr>
<td><a href="mailto:LTDS@ncl.ac.uk">LTDS@ncl.ac.uk</a> ; T: 0191 2083978</td>
</tr>
</tbody>
</table>