**External examiners:** Nomination template

*For assistance in completing this form please refer to Section 3 of the* [University’s Policy and Procedure for External Examiners of Taught Programmes](https://newcastle.sharepoint.com/:b:/r/sites/EducationalGovernanceTeam/Internal_web_docs/External%20Examiners/qsh-extexam-policy.pdf?csf=1&web=1&e=ZDmIqg)*. Guidance on fees can be found on the Exams Office* [*webpages*](https://www.ncl.ac.uk/exams/staff/?_gl=1*xu5s05*_up*MQ..*_ga*Njc3OTYzNTE1LjE3Mzg2Njg1OTg.*_ga_VH2F6S16XP*MTczODY2ODU5OC4xLjEuMTczODY2ODYwNi4wLjAuMTM4NjA2ODcy#RXh0ZXJuYWwlMjBFeGFtaW5pbmc=)*.*

**Please note**: All nominations must have a CV attached. Required fields are marked with an asterisk \*

**PROVISION:**

1. Faculty and School\*

Choose a Faculty & School

1. School Contact(s)\*

Please provide the email address of the colleague or role account you would like us to liaise with about this nomination

Click or tap here to enter school contact(s)

1. Programme Code(s)\*

We will only consider the programme codes specified so ensure you include **all** variants of a single programme i.e. study abroad and placement. If more than one, separate with a comma, e.g. W300, 5811F/P, etc.

Click or tap here to enter programme code(s)

1. Programme Title(s)\*

We will only consider the programme titles specified so ensure you include all variants of a single programme i.e. study abroad and placement. If more than one, separate with a comma, e.g. BA (Hons) Music, Master of Music.

Click or tap here to enter programme title(s)

1. Module Code(s) (if applicable)

If you want to nominate an examiner who will only look at a range of modules, list the codes here.

Click or tap here to enter module code(s)

1. Module Title(s) (if applicable)

If you want to nominate an examiner who will only look at a range of modules, list the titles here.

Click or tap here to enter module title(s)

1. Will the remit of the nominee include TNE programmes?\* **Yes**  **No**

Please note: currently only our programmes in Malaysia will be asked to complete a specific section on TNE on the external examiner report.

1. Will the remit of the nominee include apprenticeship programmes with credit-bearing End Point Assessment (EPA)?\* **Yes**  **No**
2. Academic Year Appointment Takes Effect\* Choose academic year
3. Period of appointment (in years)\*

The standard period of appointment is 4 years. If the appointment period will be shorter you will need to provide rationale for this.

Choose appointment length

1. Please provide rationale for why the examiner will be appointed for less than the standard 4-year appointment period.

Only fill this section in if the appointment will be less than 4 years.

Click or tap to enter rationale here.

**NOMINATION DETAILS:**

Nominee Title**\*** -enter title here

Nominee First Name**\*** - enter first name here

Nominee Last Name**\*** -enter last name here

Nominee Position**\*** -enter nominee position here

Nominee Institution/Professional Affiliation\* -enter here

Examples: Sheffield University, Queens Mary University of London. Please provide organisation name if the examiner is from industry.

Nominee Institutional/Professional Email Address**\***

Click or tap here to enter Email Address

Name of External Examiner being replaced (if applicable)

Click or tap here to enter Name of examiner to be replaced

Institution of External Examiner being replaced (if applicable)

Click or tap here to enter Institution of examiner to be replaced

Reason for recommendation\*

Please state below, the reason for this recommendation with reference to the person specification (section 17) of the External Examiner Policy (link available in form header)

Click or tap here to enter Reason for recommendation

**CRITERIA FOR NOMINATION:**

1. Does the nominee possess academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate?\* **Yes**  **No**

If the answer to question 1 is **NO** the nominee will not normally be appointed (see Policy). If necessary, please state below why an exception should be made to appoint this nominee as an external examiner.

Click or tap to enter reason here

1. Refer to sections 19-25 of the External Examiner policy, does the nomination present **any** conflicts of interest?\* **Yes** **No**

If you answered **YES** to question 2, the nominee will not normally be appointed (see Policy). If necessary, please state below why an exception should be made to appoint this nominee as an external examiner.

Click or tap to enter reason here

1. Is this the nominee’s first ever appointment as an external examiner?\* (i.e. the nominee has no previous experience as an external examiner for any institution)

**Yes** **No**

If you answered **YES** to question 3, please confirm whether a) the appointment is made to a team of external examiners; or b) what additional briefing will be provided and by whom.

Click or tap to enter reason here

1. Has the nominee completed the External Examiner Professional Development Course with Advance HE? **Yes** **No**

If applicable, please enter the date the course was completed – enter date

1. Please indicate the fee payable to this external examiner (to be proposed by the Board of Studies).\* Guidance can be found on the [Exams Office website](https://www.ncl.ac.uk/exams/staff/?_gl=1*xu5s05*_up*MQ..*_ga*Njc3OTYzNTE1LjE3Mzg2Njg1OTg.*_ga_VH2F6S16XP*MTczODY2ODU5OC4xLjEuMTczODY2ODYwNi4wLjAuMTM4NjA2ODcy#RXh0ZXJuYWwlMjBFeGFtaW5pbmc=)

Choose a UG fee band Choose a PG fee band

**APPROVAL**

By submitting this form, you confirm that you have had Board of Studies consideration and approval for this nomination\*

**Name of Chair of board of Studies:** Enter name here **Date of approval:** Enter date here

By submitting this form, you confirm that you have had consideration and approval by the Head of Academic Unit for this nomination\*

**Name of Head of Academic Unit:** Enter name here **Date of approval:** Enter date here

Please download a copy of this form and edit it rather than editing directly into the online document.

Please use the completed entries in this template to complete the online external examiner appointment form.