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| **EXTERNAL EXAMINER (UNDERGRADUATE & TAUGHT POSTGRADUATE):**  **NOMINATION FORM** | **Newcastle_Master_Blk** |

*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)*.*

**SECTION A – PROVISION FOR WHICH THE NOMINATION IS BEING MADE**

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| **A1** | Faculty & School: | Select Faculty & School |
| **A2** | Title of programme(s) and code(s):  *(If the examiner will just be attached to modules, please include full title and code(s) including programme variants and their codes i.e. study abroad and placement)* |  |
| **A3** | Academic year in which appointment is to take effect:  (i.e. 24-25) | Select Academic Year |
| **A4** | Proposed period of appointment:  *(the normal period of appointment is four years)* |  |

**SECTION B – NOMINATION DETAILS**

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| **B1** | Name and Title: |  |
| **B2** | Institution, Position (and professional affiliation if applicable): |  |
| **B3** | Nominee’s full correspondence address: |  |
| **B4** | Nominee’s email address: |  |
| **B5** | Nominee’s telephone number: |  |
| **B6** | Name of external examiner being replaced (where appropriate): |  |
| **B7** | Institution of external examiner being replaced (where appropriate): |  |

**SECTION C – CRITERIA FOR THE NOMINATION OF EXTERNAL EXAMINERS**

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| **C1** | Reason for recommendation (please state below, with reference to the person specification within the full criteria for appointing external examiners which can be found in the University’s [*Policy and Procedures 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). Please attach a short CV to this nomination form. | |
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| **C2** | 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? | Choose an item. |
| **C3** | If the nominee is a former member of staff or student of Newcastle University, have at least five years elapsed and have all students taught by or with the external examiner completed their programme since they left? | Choose an item. |
| **C4** | If the nominee is a former external examiner for the nominating academic unit, have more than five years elapsed since their last appointment? | Choose an item. |
| **C5** | Is the nominee:   * a member of University Council or Senate at Newcastle University or a governing body or committee of one of its collaborative partners; * a current employee or Newcastle University or one of its collaborative partners; * someone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme; * required to assess colleagues who are recruited as students to the programme of study; * in a position to influence significantly the future of students on the programme of study? | Choose an item.  Choose an item.  Choose an item.  Choose an item.  Choose an item. |
| **C6** | Would this appointment result in the programme having more than one external examiner from the same institution? | Choose an item. |
| **C7** | Would the nominee be succeeding as external examiner a colleague from her/his home institution? | Choose an item. |
| **C8** | Does the nominee hold more than two external examiner appointments for taught programmes/modules at higher education institutions other than Newcastle? | Choose an item. |
| **C9** | Does any member of staff in your academic unit already act as an external examiner in the nominee’s university? | Choose an item. |
| **Please note: if the answer to any of questions C2-C4 is *No*, or if the answer to any of questions C5-9 is *Yes*, the nominee will not normally be appointed.**  **If necessary (and taking account of the relevant statements in Section 3.2 of the University’s** [**Policy and Procedures 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)**), please state below why you feel that an exception should be made to appoint the nominee as an external examiner. The case will require approval by the Chair of Faculty Education Committee and the Pro-Vice-Chancellor Education.** | | |
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| **C10** | Is the nominee 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? | Choose an item. |
| **Please note: if you have answered *Yes* to question C10, please specify the nature of the activity below. If necessary, please state below why you feel that an exception should be made to appoint the nominee as an external examiner. The case will require approval by the Chair of Faculty Education Committee and the Pro-Vice-Chancellor Education.** | | |
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| **C11** | 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) | Choose an item. |
| **Please note: if you have answered *Yes* to question C11, please confirm below whether a) the appointment is made to a team of external examiners; or b) what additional briefing will be provided and by whom.** | | |
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| **C12** | Has the nominee completed the External Examiner Professional Development Course with Advance HE?   * Date course completed if applicable | Choose an item. |
| **C13** | Please indicate the fee payable to this external examiner (to be proposed by the Board of Studies). Guidance can be found at <https://www.ncl.ac.uk/exams/staff/externalexamining/> | Choose an item. |

**SECTION D – SIGNATURES**

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| **Confirmation of Board of Studies consideration:** | | |
| **Signature of Chair of BoS:** |  | |
| **Name:** |  | |
| **Date:** |  | |
| **Approval by Head of Academic Unit (or nominee):** | | |
| **Signature:** |  | |
| **Name:** |  | |
| **Date:** |  | |
| **Approval by Chair of Faculty Education Committee:** | | |
| **Signature:** | | |
| **Name:** | | |
| **Date:** | |  |
| If any exemptions from the standard appointment criteria are requested:  **Approval by Pro-Vice-Chancellor Education:** | | |
| Signature: |  | |
| Date: |  | |
| **Date forwarded to EPGS:** |  | |

**Please note:**

1. All nominations must be accompanied by a brief curriculum vitae.
2. Further information on the criteria for the appointment of external examiners can be found at [qsh-extexam-policy.pdf](https://newcastle.sharepoint.com/:b:/r/sites/EducationalGovernanceTeam/Internal_web_docs/External%20Examiners/qsh-extexam-policy.pdf?csf=1&web=1&e=ZDmIqg)

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| Intended for use by: | Nominators of new external examiners  Degree Programme Directors  Chairs of Boards of Studies  School Managers/Administrators  Faculty Learning and Teaching Teams |
| Contact: | [ext.examiners@newcastle.ac.uk](mailto:ext.examiners@newcastle.ac.uk) |