

**EXTERNAL EXAMINER NOMINATION FORM (UNDERGRADUATE & TAUGHT POSTGRADUATE)**

Nomination form (EE1) should be submitted to Academic Policy & Governance (APG) for approval, normally **not less than 9 months** before the end of the contract of the Examiner to be replaced. Where an External Examiner becomes unavailable at short notice, e.g. due to illness, resignation, etc. APG should be informed immediately.

Form EE2 should be used for **extending** the remit or tenure of an existing External Examiner, i.e. additional programmes / courses.

**SECTION A – PROGRAMME/COURSE**

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| --- | --- | --- | --- | --- |
| **A1** | Is this a new Programme? | | | **YES/NO** |
|  | | | | |
| **A2** | Title of programme(s) (and/or course(s)) | Course Code | No. of credits  (UG ONLY) | No. of Students  (PGT ONLY) |
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SCHOOL/ SUBJECT:

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| **A3** |  |

PROPOSED TERM OF OFFICE FOR NEW EXTERNAL EXAMINER (*the normal period of appointment is four years commencing either on 1 October to 30 September or 1 January to 31 December for taught postgraduate programmes/courses, if considered more appropriate.*

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| --- | --- | --- |
| **A4** | FROM: | TO: |
| Reason for non-standard period of appointment (if applicable) | | |

**SECTION B: NOMINEE DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **B1** | | Name and Title |  | | |
| **B2** | | Academic Qualifications |  | | |
| **B3** | | Current Post |  | | |
| **B4** | | Home Institution/ Employer |  | | |
| **B5** | | Correspondence address |  | | |
| **B6** | | Email address |  | | |
| **B7** | | Telephone number |  | | |
| **B8** | | Name and home institution of External Examiner being replaced (if applicable) |  | | |
|  | | | | | |
| **B9** | | Has the nominee been made fully aware of, and agreed to undertake, the core duties associated with their role, including the requirement to attend at least one Board of Examiner’s meeting per session? | | **YES/NO** | |
| **Eligibility to work in the United Kingdom**  To comply with UK Visas and Immigration (UKVI) legislation, the University must verify an External Examiner’s nationality or immigration status. Therefore, all proposed External Examiners are required to submit a **coloured** copy of their passport (scan or photocopy the page containing the photograph and, where appropriate, the page with a valid visa entry), or other relevant documentation that demonstrates their eligibility to work in the UK. **External Examiners MUST bring the originals of such documentation for verification on their first visit to the University.** | | | | | |
| **B10** | Copy of Nominee’s passport/identify card/permission to work document.  Please confirm the relevant document is attached.  **Please note that any nominations where the Right to Work documentation is not attached will not be processed.** | | | | **YES/NO** |

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

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| **C1** | Has the Nominee been a member of academic staff in a higher education institution and undertaken a normal range of teaching and examining duties for the last seven years?  Reason for recommendation | **YES/NO** |
| **C2** | Nominee’s CV attached?  **If NO, please contact** [apg-external-examiners@glasgow.ac.uk](mailto:apg-external-examiners@glasgow.ac.uk). | **YES/NO** |
| **C3** | Has the nominee been an External Examiner for any undergraduate or taught postgraduate programmes(s)/course(s) in the University of Glasgow at any time during the five years prior to the date of appointment indicated in A4? | **YES/NO** |
| **C4** | Has the nominee been a member of staff of the University of Glasgow within the five years prior to the date of appointment indicated in A4? | **YES/NO** |
| **C5** | At the proposed date of appointment, will the nominee hold an External Examinership for undergraduate or taught postgraduate degrees with more than one other institution? | **YES/NO** |
| **C6** | At the date of appointment will any member of staff of the nominating school(s) be an examiner for an undergraduate or taught postgraduate programme(s)/course(s) in the nominee’s department? | **YES/NO** |
| **C7** | Are any current external examiners for the Subject from the same department and institution as the nominee? | **YES/NO** |
| **PLEASE NOTE**: if the answer to any of the questions C3-C7 is **YES**, the nominee will **NOT** normally be appointed. Any exception to this will require the approval of the Clerk of Senate; please, therefore, include, or attach, any background explanation which may help the Clerk of Senate reach an informed decision. | | |

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| **C8** | Is the nominee aware of any links/relationships which might lead to a conflict of interest, eg a prior acquaintance with a student or staff member in a personal or profession capacity? If the answer is YES, please provide details below. | **YES/NO** |
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**SECTION D – SIGNATURES**

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| **PERSON NOMINATING** |  |
| Signature |  |
| Name: |  |
| Position: |  |
| Date: | |
|  | |
| **Approval by Head of School (or authorised representative)** | |
| Signature |  |
| Name |  |
| Position (if not Head of School) |  |
| Date: |  |
| Date forwarded to APG |  |
|  | |
| **If any exemptions from the standard appointment criteria are requested:**  **Approval by Clerk of Senate:** | |
| Signature |  |
| Date: |  |
|  | |
| **Senate and Court Approval - Endorsed on behalf of the Senate and the University Court** | |
| Signature |  |
| Name |  |
| Date |  |
| Proposed Fee | per annum |