**MODULE EXTERNAL EXAMINER NOMINATION FORM**

**Proposed Module External Examiner – Summary details**

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| --- | --- |
| Name: |  |
| Current job title: |  |
| Current affiliation: |  |
| Faculty/School/Department: |  |
| Proposed Period of Tenure (\*normally 1 September start and 31 August end): | **From:** | *DD* | *MM* | *YYYY* | **To:** | *DD* | *MM* | *YYYY* |

*\*Institutes/CPO – please see end of Section B regarding the final exam board and/or the completion of external examining duties for the final year of tenure.*

**SECTION A: Modules and Programme of Study**

1. List of modules (not including Level 7 dissertation/project modules worth 60 credits or more) for which the proposed external examiner will be responsible.

**NOTE:** For new collaborative partners, there is a requirement to appoint an external examiner immediately, and Level 4 work will be considered for the first two delivery cycles of a Bachelor’s degree. This will be extended to new programmes at existing partners where any risks have been identified e.g. where a new discipline is to be delivered. All such requests should be discussed with the Collaborative Partnerships Office prior to completing the GA2 form and subsequent GA15.

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| --- | --- | --- | --- | --- | --- |
| Module code and name | Credit | Level | Module code and name | Credit | Level |
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1. Is the examiner to be responsible for Level 7 dissertation/project modules (Part II)? **YES / NO**

If so, please provide details.

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| --- | --- | --- | --- |
| Module code and name | Credit | Module code and name | Credit |
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1. Full title of any programme(s) (including HN Awards) to which modules contribute and named staff contact for each.

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| --- | --- | --- | --- | --- |
| Programme(s) | Delivered by Partner? If **YES**, pleaseidentify\* | Apprenticeship programme **YES / NO** | Accredited by a PSRB? If **YES**, please identify | Named staff Contact & Academic Discipline |
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\* List every programme for each partner as the External will be required to provide a separate report for each one

1. Details of present external examiner being replaced.

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| --- | --- |
| Name: |  |
| Current job title: |  |
| Current affiliation: |  |
| Faculty/School/Department: |  |

**SECTION B: Proposed Module External Examiner – Full Details** (full academic CV must be supplied)

**Name** (with full title)

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**Current job title**

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**Current place of work**

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**Full work address** (including details of Faculty/School/Department)

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|  |
| Telephone: |  | Mobile: |  |
| Email: |  |

**Full home address**

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| Telephone: |  | Mobile: |  |
| Email: |  |

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| --- | --- |
| **Preferred correspondence address** | **Preferred language of communication** |
| WORK |  | HOME |  | WELSH |  | ENGLISH |  |

**Relevant academic and professional qualifications**

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**Employment history in date order** (most recent first):

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| --- | --- | --- |
| ***From - To*** | ***Employer*** | ***Position*** |
| MM/YY – MM/YY |  |  |
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If the proposed module external examiner comes from outside the University system, please give a short summary of the professional experience that makes the proposed examiner suitable for this position

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If the proposed module external examiner comes from outside the UK HE system, please detail to what extent the proposed external examiner is familiar with the UK HE system

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**Internal examiner experience in date order** (most recent first)

|  |  |  |
| --- | --- | --- |
| ***From - To*** | ***Programme and Level*** | ***Key duties*** |
| MM/YY – MM/YY |  |  |
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**CURRENT external examiner appointments**

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| --- | --- | --- |
| ***From - To*** | ***Institution*** | ***Programme and Level*** |
| YY – YY |  |  |
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**Other external examiner appointments held over the last FIVE YEARS**

|  |  |  |
| --- | --- | --- |
| ***From - To*** | ***Institution*** | ***Programme and Level*** |
| YY – YY |  |  |
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**Please detail any association with the University (or partner of the University) during the last FIVE YEARS**

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| --- | --- | --- |
| ***From - To*** | ***Institution*** | ***Nature of association*** |
| YY – YY |  |  |
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Is the proposed module external examiner eligible to be nominated according to the University’s regulations (see Annexe for Person Specification and Conflicts of Interests and Impartiality sections extracted from the External Expertise Protocol) and in line with the QAA UK Quality Code for Higher Education Advice and Guidance: External Expertise? **YES / NO**

(Advice may be sought from the Academic Office on this matter).

Are staff from the University engaged in the external examining of similar programmes of study at the institution that the proposed external examiner comes from? **YES / NO**

If the nomination includes any partner programmes, please confirm that you have verified with the partner that staff from the partner institution are not engaged in external examining of similar programmes of study at the institution that the proposed external examiner comes from? Please provide additional information if necessary.

[ ]  **N/A – the nomination does not include partner programmes**

[ ]  **YES – confirmed that there is no such external examining arrangement**

[ ]  **YES – there is (or has been recently) an external examining arrangement, details of which are outlined below**

Is the proposed module external examiner able to examine bilingually for programmes that are delivered through the medium of Welsh and the medium of English? **YES / NO / N/A**

Has the proposed module external examiner been informed that it is a requirement that all module external examiners will make themselves available for an initial University Induction following appointment (this is normally held via webinar)? **YES / NO** (if **NO,** please ensure that they are aware of this requirement)

Has the proposed external examiner agreed to be nominated for appointment? **YES / NO**

(if **NO,** ensure that agreement has been obtained before proceeding with the nomination)

Has the proposed external examiner been made aware that they will be acting in a self-employed capacity? (The Academic Office will provide a guide and template invoice for claiming the fee and any expenses.) **YES / NO**

(if **NO,** please ensure that they are content to proceed on

this basis before submitting the nomination)

For a small number of proposed External Examiners, the date of the final exam board or the completion of their external examining duties for their final year of tenure, may take place beyond the normal end of tenure date (31 August).

Does this affect the proposed external examiner? **YES / NO**

If **YES,** please confirm:

1. that the proposed external examiner has agreed to submit their annual report for their final year of tenure, following the final exam board or completion of their external examining duties for that academic year. **YES / NO**
2. when the proposed external examiner will submit their final annual report:
* after the date of the final exam board of the final academic year of tenure **MM/YYYY**
* after the completion of external examining duties for the final academic year of tenure **MM/YYYY**

Please note that in relation to the final year of tenure, the annual fee is unchanged by this extended period. Also that the proposed external examiner will not be asked to undertake work linked to the next academic year.

**SECTION C - External Examiner fee**

**Information required for the initial calculation of the External Examiner fee**

**Number and total credit value of modules****. For modules delivered more than once per annum and/or delivered at more than one location and overseen by the same External Examiner, please indicate the number of cohorts (i.e iterations of delivery) per year, in relation to each module/group of modules as this may have an impact upon the annual fee. Please append additional information where required.**

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| --- | --- | --- |
| **Level of Study** | **Total number of modules** **(as per Section A.1 above)****If modules are delivered more than once, please note *total number of modules*** ***x total number of cohorts*****(ie iterations of delivery)**  | **Total credit value****(as per Section A.1 above)** **Total number of modules delivered x their individual credit values**  |
| **(Example)****Level 4** |  **12 modules (total)****6 modules** **x2 cohorts/(iterations of delivery)** | **240 credits (total)****12 modules x 20cr per module** **OR****240 credits (total)****8 modules x 20cr per module** **2 modules x 40cr per module** |
| Level 4 |  |  |
| Level 5 |  |  |
| Level 6 |  |  |
| Level 7 Part I |  |  |
| **Total** |  |  |

|  |  |  |
| --- | --- | --- |
| \*Level 7 Part IIdissertation / project(normally 60crs or more) |  |  |

\*An external examiner shall be responsible for no more than 30 dissertations/projects in a single appointment (i.e. – single iteration/cohort). See GA15 annual workload agreement for further details.

Please give the name(s) of any other module external examiner(s) responsible for modules in the programme(s) of study.

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**For UWTSD programmes:** All module external examiners are normally required to attend a meeting with the programme team once during the academic year, either in person or electronically. The meeting may coincide with the date of the Examining Board or be undertaken at a mutually convenient date. Module external examiners are not required to attend Examining Boards but must be given the opportunity to do so. (The University will ensure that at least one external examiner is present at each Examining Board.)

Some module external examiners may be requested to make an additional physical visit, which is normally exceptional, and used for purposes such as observing teaching practice, or attending exhibitions or performances for assessment purposes. If **additional** physical visits are required, please indicate below the number of additional visits, the purpose and intended location of the visit.

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Please add any further information you feel is necessary for the setting of an appropriate fee.

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**For Collaborative Partnership programmes:** All module external examiners are required to attend a meeting with the programme team once during the academic year, normally electronically. Module external examiners for Collaborative Partnership programmes are not expected to visit the partner institution in person, unless this is essential due to the nature of the assessment work (e.g. such as attending exhibitions or performances) and has been agreed as part of the nomination process (see below\*). The meeting may coincide with the date of the Examining Board or be undertaken at a mutually convenient date. Module external examiners are not required to attend Examining Boards but must be given the opportunity to do so. (The University will ensure that at least one external examiner is present at each Examining Board.)

If physical visits to the partner are required, please indicate below the number of physical visits, the purpose and intended location of the visit. These arrangements must be confirmed by the Collaborative Partnerships Office before the nomination is submitted for approval.

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| **\*For Collaborative Partnership Office use only for External Examiners for partner provision:** |
| Will this External Examiner be expected to make a physical visit? Yes [ ]  No [ ]  |
| If Yes, please indicate below the number of visits, the purpose and intended location of the visit.  |

Please add any further information you feel is necessary for the setting of an appropriate fee.

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**SECTION D – Authorisation**

**Collaborative Partnerships Office (CPO) approval for Partner visits (where applicable)**

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| --- | --- |
| Head of CPO (Operations) |  |
| Signature |  |
| Date |  |

**Academic Discipline approval**

|  |  |
| --- | --- |
| Academic Director |  |
| Signature |  |
| Date |  |

**Institute approval**

|  |  |
| --- | --- |
| Dean (or pp. Dean’s representative) |  |
| Signature |  |
| Date |  |

The completed form (accompanied by Appendix GA2a) should be sent to the Quality Assurance section of Academic Office (email: AOexternals@uwtsd.ac.uk) for consideration.

Please see the External Expertise Protocol for further information.

**THIS FORM IS ALSO AVAILABLE IN WELSH**

**Annexe: Extract from External Expertise Protocol**

#### Person specification

1. Module external examiners must show appropriate evidence of the following:
2. have a high degree of competence and experience in the fields covered by the course of study, or parts thereof, and have a good understanding of the UK higher education sector, including relevant QAA Subject Benchmark Statements and the Quality Code;
3. are normally qualified to an equivalent or higher level than the level of the award and are appropriately experienced in course design and student assessment at the level of the award;
4. have the necessary academic experience and subject knowledge to assess standards in an effective manner, identify good practice and recommend enhancements to enable informed course development;
5. are experienced in acting as an external examiner or are supported by the provider in undertaking their duties, for example, through training and mentoring;
6. are impartial in judgement and wholly independent of the provider and its staff (including the governing body), and any relevant partners;
7. do not personally benefit from any student outcomes, nor have any connection to any student being assessed;
8. have had sufficient experience in quality assurance to enable them to discharge their role effectively;
9. are drawn from a relevant variety of institutional or professional contexts and traditions in order that the course benefits from wide-ranging external scrutiny;
10. comply with all relevant employment legislation, including safeguarding, as appropriate;
11. are fluent in English, and where programmes are also delivered and assessed in Welsh, fluent in Welsh. In the event that it is not possible to appoint an individual fluent in Welsh with sufficient knowledge and experience to satisfy the requirements of the module external examiner role, the University shall endeavour to appoint an associate external examiner who is fluent in Welsh to work alongside a non-Welsh speaking module external examiner who meets the other criteria. (See 2.3.4 (2) below for programmes delivered in a language other than English or Welsh for collaborative partners);
12. normally hold a limited number of concurrent external examining engagements (for example either one or two).
13. For programmes delivered in a language other than English or Welsh for collaborative partners, where possible the University will appoint bilingual external examiners who are able to work easily in the language concerned and examine samples of work in the original language. Where this is not possible the collaborative partners will either provide translated materials/interpretation to external examiners or the University will appoint a second external examiner who is able to work in the language concerned but may not have the same level of subject expertise.  Where assignments and examination papers are prepared in a language other than English, these should be translated into English by the collaborative partner. The original versions should be sent with the translations to the external examiner.  The collaborative partner is expected to facilitate visits by external examiners, where required, by providing translation/interpreting services. However, the University may wish to engage its own translation/interpreting services.
14. Not every module external examiner will necessarily meet all the criteria. Where an individual does not meet all the criteria, the nomination will be carefully considered by the Academic Standards Committee, and the appointment will only be approved where appropriate arrangements for providing support to the individual are put in place. Support arrangements may include the appointment of a team of external examiners (so that all the above criteria are met across the team), use of another experienced module external examiner to act as a mentor (particularly for individuals who are new to external examining) or the appointment of an internal mentor. Where internal mentors are appointed, they must not be associated with the programme for which the external examiner is responsible. Institutes are required to submit an end of year mentoring report to the Academic Office for monitoring purposes. An overview report will be presented to the Academic Standards Committee annually. See Appendix GA37 (published on the [Academic Office webpages](https://www.uwtsd.ac.uk/academic-office/appendices-and-forms/)) for further guidance regarding mentoring.

#### Conflicts of interest and impartiality

1. The University requires that module external examiners should be able to exercise impartial judgement and requires that they should not therefore have any potential conflicts of interest (either professional or personal) which might compromise objectivity.
2. To avoid potential conflicts of interest an individual shall not be appointed as a module external examiner if:
3. they are a member of the governing body or of one of the committees of the University or one of its collaborative partners, or an institution in a strategic alliance with the University, or a current employee of the University or one of its collaborative partners, or an institution in a strategic alliance with the University;
4. they have a current or very recent (within the last year) close professional, contractual or personal relationship with a member of staff involved in the delivery, management or assessment of the programme or with a student currently on the programme (a close relationship is one where there is a degree of relationship beyond intermittent association; examples of a professional relationship are: co-authorship of publication, co-investigator on project, joint supervision of research student, graduate advisee/advisor relationship - including former research degree supervisor where such supervision ended less than three years previously; an example of a contractual relationship is co-owner of outside business interest; examples of a personal relationship are: family relationship - by marriage or blood, current or former intimate relationship - including marital, sexual, romantic, emotional, close friendship/social relationship, personal animosity);
5. they are required to act as module external examiner for member(s) of staff at their own organisation who are students on the programme of study;
6. they are, or know they will be, in a position to influence significantly the future of students on the programme of study due to any position they may hold other than as module external examiner at the University;
7. they are significantly involved in recent (within the last 5 years) 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;
8. they are a former member of staff or student of the University unless a period of 5 years has elapsed and all students taught by or with them have completed their programme(s);
9. their appointment would create a reciprocal arrangement involving cognate programmes at their institution (in this respect the Academic Office requests lists of University staff working as External Examiners elsewhere annually, in order to check for potential conflicts of interest or reciprocal arrangements);
10. they are employed in the same department and institution as their immediate predecessor(s);
11. they are in a close relationship (see definition in 2.3.5 (2) (ii) above) with their immediate predecessor(s);
12. their appointment would result in more than one module external examiner from the same department of the same institution (where “department” should not be seen as directly corresponding to a particular term within a particular institution’s academic structure, but with the relevant subject area. However, in making this distinction, consideration must also be given to the size of each subject area within the other institution’s academic structure);
13. their appointment would result in them holding external examiner appointments for taught programmes at more than two institutions in total;
14. they have been involved in the development of modules or the programmes which those modules contribute to as an external consultant;
15. they have acted as an external adviser for the validation process which approved a programme to which the modules contribute (although in certain circumstances, where it can be shown that there is demonstrably no risk to the individual’s ability to provide a fully independent perspective, such an individual may be appointed);
16. they have previously acted as an external examiner for the University, unless there are exceptional circumstances and the previous appointment ended no less than 5 years ago.
17. Institutes should also bear in mind potential conflicts of interest relating to appointing externals from competing institutions.
18. Where there are changes in the circumstances of a module external examiner or where circumstances which were previously unknown become known which may lead to conflicts of interest, or a possible detrimental effect upon the integrity of the programme being examined or the reputation of the University, the Institute/collaborative partners should notify the Academic Office as soon as possible. The Academic Office will consider the circumstances and advise the Academic Standards Committee, so that it can make a decision on the individual’s suitability to continue as a module external examiner.
19. Examiners are required to alert the University to any changes to their employment status, PSRB (professional, statutory or regulatory body) registration or contact details as soon as possible by contacting the Academic Office (AOexternals@uwtsd.ac.uk).