

EXTERNAL EXAMINER APPOINTMENTS NOMINATION APPLICATION (For new appointments)



University of
East London

Pioneering Futures Since 1898

SECTION A – CORE DATA FOR PROPOSED EXAMINER

THIS SECTION SHOULD BE COMPLETED BY THE NOMINEE

Eligibility to Work in the UK

You will be required to confirm your eligibility to work in the United Kingdom. It is essential that the relevant documentation proving your right to work in the UK is provided to our university before your employment commences.

You will be asked to provide this documentation as part of the nomination process and contractual agreement with UEL.

There are various options available to complete the check depending on your documentation and circumstances. The QAE office will be in touch to guide you through this process.

A1 Name of nominee

Family name	
Forename(s)	
Title	

A2 Address for correspondence

Address for correspondence	
Daytime telephone number	
Email address	

A3 Present position. *Please indicate if you are retired and give your last position, with date.*

Present position	
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Present place of work	
Date of appointment	

**A4 Practitioner – Please indicate by placing a cross in the applicable box below.
If you are both an academic and practitioner - please provide details.**

Are you a practitioner?	YES	NO
Please give details		

A5 Other current external examiner appointments
Please indicate below if you are currently an external examiner.
An examiner should not hold more than two concurrent examining engagements, this includes the proposed UEL external examiner position.

Institution	Programme title	Level	Start date	End date

A6 Please state your higher education qualifications.

Institution attended	Qualifications gained (with title)	Dates

A7 Please state your professional qualifications.

Professional body	Qualifications/status of membership	Dates

A8 Please provide your employment history (not including present position).

Employer	Post(s)	Dates

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A9 Please state your experience as an external examiner over the last five years (excluding current appointments).

Institution	Programme title	Level	Start date	End date

A10 Please state any other relevant experience you have as an internal examiner/academic/manager, or in other capacity over last five years.

Institution	Programme title	Level	Start date	End date

A11 Teaching experience – please give a brief account of your main areas of teaching responsibility (if any) over the last five years.

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A12 Other relevant experience - please give a brief account with particular reference to the last five years (e.g. research/ related scholarly activity/professional activity/consultancy).

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A13 Publications - please list major publications (books, articles in refereed academic or professional journals), with dates.

Major publications	Dates

A14 Do you have any current/previous association with UEL at ANY level (institution/programme /module/individual/staff/students) with dates state 'none' if there has been no association.

Association	Dates

A15 I agree that the information provided on this form will be used for purpose of the nomination process at UEL in line with the Data Protection Act 2018.

Signed: **Date:**

Thank you for completing your section of the nomination form, please return the nomination form back to the UEL staff member who sent you the form. The school will now complete the following section of the form.

SECTION B

THIS SECTION SHOULD BE COMPLETED BY THE SCHOOL

Appointment of Examiner	
Lead Examiner (please state which School Award Board the nominee will be appointed to)	
Department Examiner (please state the department the nominee will be appointed to)	

Appointment of Course
(To be completed for Collaborative Programmes only.)

Title of Course	
Collaborative Partner	

B1 Any current/previous association of UEL department team with nominated external examiner's institution at ANY level (institution/programme/module/individual staff/students) with dates (state 'none' if there has been no association)

Association	Dates

B2 Proposed period of tenure (External examiners should normally be associated with four outputs including resits and the period of tenure usually starts in October and finishes the following September)

Start date	Month		Year	
End date	Month		Year	

B3 Proposed Areas of Responsibility

Modules for which the examiner will have particular responsibility (note: maximum of 15 modules may be specified) <i>(Please complete below the information regarding modules to be examined; if it is useful for your school, please include the module credit.)</i>			Average No of students
<u>Module Code</u>	<u>Module Title</u>	<u>Occurrence Code</u>	

B4 Examiner to be replaced – new examiners should take up their appointment on or before the retirement of their predecessors.

Name				
Position				
Place of work				
Start date	Month		Year	
End date	Month		Year	

B5 Support for new external examiners - support must be provided for all external examiners including those with prior experience, please give details of arrangements in place to support new examiners; ***in addition, the school must name a mentor for those nominees that do not have previous external examining experience. (The mentor should be an external examiner from the existing team of examiners for the department, who has worked to UEL for at least one year.)***

The course team should aim to carry out the school-based induction as soon as is practical following the examiner’s appointment.

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B6 Additional information in support of nomination - give details of any additional information that supports the nomination; for programmes delivered and assessed in a language other than English, fluency in the relevant language should be confirmed.

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B7 External examiner team. Give details of other proposed/approved external examiners using a supplementary sheet if necessary. Examiners not yet approved should be clearly marked by an asterisk. (*This section will be completed by the Quality Assurance Officer*)

Name	Place of work	Area of responsibility	Date of appointment

B8 Name of person who may be contacted to discuss nomination (this should be the name of the staff member submitting this nomination).

Name			
Extension		Email	

External examiner appointments must be vetted by the school quality committee and then approved on behalf of Academic Board by the External Examiners Sub-Committee.

Please submit your completed form to your Quality Assurance Officer.

QAE Officer

ACE	Andrew Booker	a.booker@uel.ac.uk
ACI	Daniel MacDonald	d.a.macdonald@uel.ac.uk
B&L	Roberta Garrett	r.garrett@uel.ac.uk
EDUCOM	Nazifa Islam	n.islam@uel.ac.uk
HSB	Deirdre Larkin	d.larkin@uel.ac.uk
Psychology	Phoebe Horswell-Lilley	p.horswell-lilley@uel.ac.uk

If you have any queries about how to complete this form, please contact the External Examiners Administrator in the Quality Assurance & Enhancement Office.

THIS FORM MUST BE COMPLETED ELECTRONICALLY - YOU CAN DOWNLOAD A COPY OF THE FORM FROM THE FOLLOWING WEBSITE:

[External Examiner System | University of East London \(uel.ac.uk\)](http://uel.ac.uk)

SECTION C – ADMINISTRATIVE INFORMATION
THIS SECTION SHOULD BE COMPLETED BY THE SCHOOL QUALITY COMMITTEE

C1 Fee (to be completed by the Quality Assurance Officer)

Proposed annual fee		Project code	
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C2 Signature supporting nomination (Course Leader/Head of Department)

Name			
Signature		Date	

C3 Signature of budget holder indicating approval of proposed fee (Dean of School)

Name			
Signature		Date	

C4 Signature indicating approval (School Leader for QA)

This section should only be signed after school vetting

Name			
Signature		Date	

Please state the date that the nomination was considered by school quality committee. If approved via Chair's Action (CA) please give the date of the meeting that will note the CA taken.	
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C5 Approval on behalf of Academic Board

This section should only be signed after approval by the External Examiners Sub-Committee

Chair of External Examiners Sub-Committee	PHILIP BRIMSON		
Signature		Date	