##### EE1

##### Application for Approval of New External Examiner

This form must be completed electronically and all sections must be completed. Please refer to **Appendix 1: Criteria for the Appointment of External Examiners**.

Once the School has approved the proposal, the School should forward the CV and the electronic version to Quality & Standards via quality@napier.ac.uk

***Part 1 Personal Details Full details of Proposed External Examiner***

*(to be completed by School)*

Surname:

Forename(s):

Title:

# Current post

|  |  |
| --- | --- |
| Position: |       |
| Place of Work: |       |
| Work email address: |       |
| Work Address: |       |
| Telephone Number: |       |

**External Examiners for programmes approved by the Nursing and Midwifery Council (NMC) require to be confirmed on the NMC Register. Where applicable, please provide this information here:**

|  |  |
| --- | --- |
| **Nursing and Midwifery Council PIN Number**  |  |

**Right to Work Check**

Edinburgh Napier University classifies External Examiners as workers who are paid via University payroll, therefore a right to work in the UK check must be completed in advance of undertaking any work. As part of the appointment process, successful applicants must complete a right to work check with the University’s People Team (humanresources@napier.ac.uk)) and submit evidence to confirm their eligibility to work in the UK. Checks will either be in person or via video call depending on the documents provided. More information can be found at <https://www.gov.uk/government/publications/right-to-work-checklist>.

If applicable, please provide details of current or previous association with Edinburgh Napier University, the programme or modules, or individual staff or students

|  |  |
| --- | --- |
| *Association* | *Date* |
|       |       |

Please list the three most recent external examining appointments held as well as dates of appointment.

|  |  |
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To enable objectivity and impartiality in carrying out the role of External Examiner, the QAA has provided definitions of conflicts of interest, which noted in an appendix to this form. Should the proposed examiner have any conflicts of interest, the University would not be able to employ them as an External Examiner at this time.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Are there any conflicts of interest as defined by QAA? A list of potential conflicts is provided as at Appendix A. | **[ ]**  | **[ ]**  |

**Is this an exceptional appointment?**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Does the examiner have recent experience of external examining at an appropriate level in at least one HEI within the last five years?  | **[ ]**  | **[ ]**  |

|  |
| --- |
| If you have answered no to this question your proposal is exceptional due to experience.There is no limit to the number of inexperienced external examiners appointed, though each proposal must be accompanied by a rationale behind the appointment, and each inexperienced external examiner appointed must be mentored for a period of one year by a more experienced external examiner and details of this should be provided below. An appointment of this type will be considered exceptional for a period of one academic year.  |

***Rationale for exceptional proposal***

|  |
| --- |
|       |

***Details of mentoring arrangements***

|  |
| --- |
|       |

***Part 2 Appointment Details*** *(to be completed by School)*

**School:** Click or tap here to enter text.

|  |  |
| --- | --- |
| Category |  |
| Undergraduate | **[ ]**  |
| **Taught Masters** | **[ ]**  |
| Programme | **[ ]**  |
| Module | **[ ]**  |

**Proposed Period of Tenure**

*The standard appointment period for undergraduate provision is four years, starting 1 September for any given session*. *Postgraduate appointments last until the December of the last year of the contract to cover the period where reports are submitted. Please insert the relevant calendar years below.*

|  |  |  |
| --- | --- | --- |
|  Undergraduate | From: **01 September**  | To: **30 September**  |
| ***Taught Masters*** | From: **01 September**  | To: **31 December**  |

# Details of Proposed Duties – *please ensure all delivery modes and locations are covered and list respective codes.*

# Programme Duties

|  |  |  |  |
| --- | --- | --- | --- |
| *SITS Programme Code* | *CME Provision Code* | *Programme Title* | *Programme Leader* |
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**Module Duties**

|  |  |  |
| --- | --- | --- |
| *SITS/ CME Module**Code* | *Module Title* | *Module Leader* |
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# *Is this a new module/programme?* Yes [ ]  No [ ]

# If ‘No’, complete details of the external examiner/s to be replaced:

|  |  |
| --- | --- |
| Name/s |  |
| Place of Work: |  |
| Appointment from |  | To  |

**.**

**Part 3 Appointment Criteria - Please include a CV to accompany this section.**

(to be completed by School)

The QAA provides [criteria](https://www.qaa.ac.uk/docs/qaa/quality-code/external-examining-putting-principles-into-practice.pdf?sfvrsn=bbaa781_8) on which to appoint external examiners to ensure they have the appropriate background, skills and experience to effectively carry out the duties of the role. Applicants must be able to demonstrate that they meet these criteria – particularly those marked with an asterisk (\*).

Please tick all that apply and provide a short summary of experience and qualifications in the Comments box.

 **Meets Criteria?**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Criteria*** | ***QAA guidance reference*** | **Yes** | **No** |
| Expertise, credibility and breadth of experience within the discipline demonstrated though programme leadership roles at equivalent or higher level of award.\* | 34a) | [ ]  | [ ]  |
| Comments |
| Relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive and equivalent practitioner experience where appropriate.\* | 34b) | [ ]  | [ ]  |
| Comments |
| Knowledge and understanding of UK reference points as outlined in the threshold academic standards in [The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies](https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf?sfvrsn=170af781_18), [Subject Benchmark Statements](https://www.qaa.ac.uk/the-quality-code/subject-benchmark-statements), [the Quality Code for Higher Education,](https://www.qaa.ac.uk/the-quality-code/subject-benchmark-statements) [the Scottish Credit and Qualifications Framework](https://scqf.org.uk/), regulatory requirements and the programme learning outcomes that students need to meet in order to achieve the award. For new External Examiners, a commitment to undertake learning on this is required.\* | 34c) | [ ]  | [ ]  |
| Comments |
| Competence and experience relating to designing and delivering a variety of assessment tasks appropriate to the subject and to the enhancement of the student learning experience.\* | 34d & f) | [ ]  | [ ]  |
| Comments |
| Awareness of current developments in the design and delivery of provision, demonstrated through involvement in approval and review events as external Panel member, fellowship of AdvanceHE etc. | 34e) | [ ]  | [ ]  |
| Comments |
| Experience in the broad subject area of leading curriculum development, design and assessment, for an equivalent or higher level of award. |  | [ ]  | [ ]  |
| Comments |
| Will not hold more than two concurrent external examiner appointments including this Edinburgh Napier appointment.\* | 34h) | [ ]  | [ ]  |
| Comments |

***Volume of Work***

Module External Examiners should not be considered for duties of less than three modules (unless this is unavoidable in view of the specialist nature of a specific module). Equally External Examiners’ workloads should be reasonable in terms of the volume of work and the timescales and deadlines associated with their duties.

#### Part 4 School Approval

*In signing this form, the School confirms the appropriate checks have been made to ensure there are no conflicts of interest of the type listed in Appendix A.*

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|  | (School Academic Lead, on behalf of Dean of school) or delegate. An electronic signature is encouraged. |  | Date |

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**Appendix A – Conflicts of Interest**

In order to ensure that external examiners can be objective and to provide a wide range of external expertise, institutions do not appoint as external examiners anyone in the following categories or circumstances:

i. member of a governing body or committee of the appointing institution or one of its collaborative partners, or a current employee of the appointing institution or one of its collaborative partners29

ii. anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study

iii. anyone required to assess colleagues who are recruited as students to the programme of study

iv. anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study

v. anyone significantly involved in recent or current substantive research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question

vi. former staff or students of the institution unless a period of five years has elapsed, and all students taught by or with the external examiner have completed their programme(s)

vii. an external examiner from another institution when that institution appoints one from the first institution (known as a reciprocal arrangement)

viii. the succession of an external examiner from an institution by a colleague from the same department in the same institution

ix. the appointment of more than one external examiner from the same department of the same institution.