Last Updated: July 2021

# NEW EXTERNAL EXAMINER NOMINATION FORM

# TAUGHT PROGRAMMES

[*This form should be completed by the Programme Convener and accompanied by the candidate’s CV and a signed copy of the* [*Eligibility form*](https://www.roehampton.ac.uk/corporate-information/quality-and-standards/external-examiners/)*.*]

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| Section 1: Personal and Contact Details for Proposed External Examiner i) Surname:  ii) Forename(s):  iii) Title (e.g. Professor/Dr/Mrs/Ms/Mr etc.):  iv) Current post:  v) Name of her/his institution or organisation:  vi) Work address for correspondence:    vii) Contact telephone:  viii) E-mail: |

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| Section 2: Details of Appointment i) Starting academic year *(e.g. 20-21)*:  ii) Duration of appointment: **4 years**  iii) Does the nominee meet the sector [suitability criteria](https://www.roehampton.ac.uk/globalassets/documents/quality-and-standards/appointment-suitability-criteria-for-external-examiners.pdf)? YES/NO  iv) Does the nominee replace an existing external examiner? YES/NO  *(if 'YES', please provide their name and institution):*  v) Please list any other external examiners on the programme/scheme:  vi) Where appropriate, has prior professional body approval been obtained? YES/NO |

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| Section 3: Details of Programme to be Examined i) Title of programme:  ii) Programme Convener:  iii) Nominating School/Faculty or Collaborative Partner:  iv) Modules for which External Examiner will take particular responsibility (*please provide full details in the table below; note that UG Level 4 modules are not subject to external moderation unless the programme is a Foundation Degree – levels 4 and 5*): | | |
| **Module Code** | **Level** | **Module Title** |
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| ***Section 4: Reciprocal External Examining and School/Faculty Approval*** *(to be completed by Dean of School/Faculty or nominated officer)*  Has the register of current external examining engagements of School/Faculty academic staff been checked to confirm that the proposed appointment would not create a reciprocal arrangement?  YES/NO  **I confirm that this nomination meets the sector** [**suitability criteria**](http://www.roehampton.ac.uk/globalassets/documents/quality-and-standards/appointment-suitability-criteria-for-external-examiners.pdf)**, including the requirement to avoid reciprocal arrangements.**  **Signed** (Dean of School/Faculty or nominated officer):  ……………………………………………………  **Date**: …………………… |

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| ***Section 5: Institutional Approval***  **Signed** (Pro Vice-Chancellor) ………………………………………………….  **Date**: …………………… |