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| **EXTERNAL EXAMINER NOMINATION FORM**  **Undergraduate Programmes** | |
| Use this form to nominate new External Examiners for Undergraduate Programmes (e.g. BA, BSc). Please complete a separate form for each programme of study.  **Please attached a full Curriculum Vitae to this form for each Nominated External Examiner.**  Please return this form to [Externalexaminers@swansea.ac.uk](mailto:Externalexaminers@swansea.ac.uk)  If you have any questions or would like further information, guidance and support, please visit [Academic Quality Services](http://qualityservices.swansea.ac.uk/?page_id=356) or contact [academicprogrammes@swansea.ac.uk](mailto:academicprogrammes@swansea.ac.uk). | |
| **PROGRAMME INFORMATION** | |
| **College/School:** |  |
| **Programme Title:** |  |
| **Is this Programme Full Time or Part Time?** |  |
| **Subjects/area(s) to be examined by the proposed external examiner:** |  |
| **Name of current External Examiner being replaced (if applicable):** |  |
| **Name of Institution or current employer (if in industry):** |  |

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| **NEW EXTERNAL EXAMINER INFORMATION** | | |
| **External Examiner name:** |  | |
| **Will this be the proposed External Examiner’s first time as an External Examiner?** |  | |
| **Academic and professional qualifications:** |  | |
| **Present post:** |  | |
| **If present post is outside of the HE sector please briefly include relevant expertise and experience for this appointment:** |  | |
| **Present place of work:** |  | |
| **Address for correspondence:** |  | |
| **Contact Telephone No:** |  | |
| **Email address:** |  | |
| **Skype address:** |  | |
| **Proposed period of tenure:**  **(Please note standard tenure is 4 years which can be extended by 1 year on request by the College.)** |  | |
| **Academic Session commencing:** |  | |
| **Number of External Examiner Reports to be submitted:** |  | |
| **Will the External Examiner be moderating Dissertations?** |  | |
| **Has the proposed examiner agreed to be nominated for appointment?** |  | |
| **ELIGIBILITY TO WORK IN THE UK** | | |
| *The University will conduct a Right to Work Check to verify that every individual working for the University is eligible to work in the UK, prior to them commencing any work with the University. This requirement includes External Examiners and is in accordance with UK Visa and Immigration, a department of the UK Government Home Office. The External Examiner will be asked to present a copy of their identification, usually a passport (and visa, if relevant), before they commence work with the University and the check will be completed face to face or via video link. This process will be conducted by a member of the HR department.* | | |
| Is a British Citizen with a British passport: If YES, go to next section of proforma  **If NO:**  Has an approved work visa to be employed in the UK: YES / NO IF NO, the University will be unable to appoint the proposed examiner  Original evidence will be required to be submitted to the University by the proposed examiner. | | |
| **Is there another external examiner(s) appointed to the same programme of study, if so, please list below:** | | |
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| **Please list the proposed examiner's other current external examiner appointments (if any), giving names of institutions, programme titles and period of tenure: (Please note they should not exceed two appointments concurrently)** | | |
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| **Please list ALL other external examiner appointments held over the last five years:** | | |
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| **Please show any association with Swansea University, or its staff, or any of the constituent, associated institutions or colleges of Swansea University during the last five years:** | | |
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| **If the nomination requires the prior approval of a Professional Statutory Regulatory Body, has this approval been obtained?** | |  |
| **If YES, Name of Professional Statutory Regulatory Body:** | | |
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| **Welsh Language Skills: Please confirm your level of Welsh language skills**  **(N/A, Beginner, Intermediate, fluent).** | | |
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| **MODULE INFORMATION** | | |
| Please provide details of all modules which will be covered by the External Examiner (this will help in calculation of fees).  **If module numbers change within the term of the contract, please contact Academic Quality Services at** [**externalexaminers@swansea.ac.uk**](mailto:externalexaminers@swansea.ac.uk)**.** | | |
| **CORE/COMPULSORY MODULE CODE** | **MODULE NAME** | **COMMENTS** |
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| **OPTIONAL MODULE CODES\*** | **OPTIONAL MODULE NAME** | **COMMENTS** |
| ***\*If optional modules are included the College/School will need to provide Academic Quality Services with a further update, post nomination stage, on the modules selected for that academic year. As total fee is based on total number or modules moderated fee cannot be calculated accurately without this information.*** | | |
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| **AUTHORISATION AND APPROVAL** | | |
| *Appointments will be made following confirmation of criteria and conflicts of interest, as outlined in Appendix A.* | | |
| **Requested by:** |  | **Date:** |
| **Head of College/School Approved:** |  | **Date:** |
| **Chair of Progression & Award Board Approved:** |  | **Date:** |
| **Extension implemented by Academic Quality Services:** |  | **Date:** |

**APPENDIX A: Criteria for Appointment:**

External Examiners must be able to demonstrate appropriate evidence in relation to the following nationally agreed criteria:

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| **Person Specification** | **Criteria met**  (please tick) | **Criteria not met**  (please tick) | **If criteria NOT met are there any mitigating factors?** |
| 1. Knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality. |  |  |  |
| 2. Competence and experience in the fields covered by the programme of study, or parts thereof. |  |  |  |
| 3. Relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate. |  |  |  |
| 4. Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures. |  |  |  |
| 5. Sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers. |  |  |  |
| 6. Familiarity with the standard to be expected of students to achieve the award that is to be assessed. |  |  |  |
| 7. Fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that external examiners are provided with the information to make their judgements). |  |  |  |
| 8. Meeting applicable criteria set by professional, statutory or regulatory bodies. |  |  |  |
| 9. Awareness of current developments in the design and delivery of relevant curricula. |  |  |  |
| 10. Competence and experience relating to the enhancement of the student learning experience. |  |  |  |
| 11. Nominations for External Examiner appointments should normally be from within the higher education system and possess appropriate levels of academic and, where appropriate, other professional expertise and experience in relation to the relevant subject area and assessment approaches. |  |  |  |
| 12. Retired staff can be considered if they provide sufficient evidence of continuing involvement in the academic area in question, and with current developments in higher education teaching, learning and assessment. |  |  |  |
| 13. Examiners from outside the higher education system may exceptionally be appointed as External Examiners provided that such persons possess the relevant expertise and experience to fulfil the requirements for appointment as External Examiners. Such External Examiners shall not have sole responsibility for a programme of study. |  |  |  |
| 14. New External Examiners who have not held the position before at another institution, or are from outside the higher education system, should normally shadow the outgoing External Examiner during the final year of their tenure. |  |  |  |
| 15. Other than in exceptional circumstances, an External Examiner shall not be reappointed before a lapse of at least five years since their last period of appointment. |  |  |  |
| 16. The number of External Examinerships held by persons being considered for nomination as External Examiners should not normally exceed two during the External Examiner’s period of appointment. |  |  |  |
| **Conflicts of Interest:** |  |  |  |
| To avoid potential conflicts of interest, External Examiners should not be appointed if they are any of the following: | | |  |
| **Person Specification** | **Criteria met**  (please tick) | **Criteria not met**  (please tick) | **If criteria NOT met are there any mitigating factors?** |
| 1. A current employee or member of the Court of Swansea University or current employee or member of the governing body of any of Swansea University’s collaborative partners. |  |  |  |
| 2. Have a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study. |  |  |  |
| 3. Anyone closely associated with the sponsorship of students on the programme. |  |  |  |
| 4. Anyone required to assess colleagues who are recruited as students to the programme of study. |  |  |  |
| 5. Anyone in a position to influence significantly the future of students on the programme of study. |  |  |  |
| 6. Anyone involved in current or recent substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) of modules in question. |  |  |  |
| 7. Former members of staff or students shall not be invited to be nominated for appointment as an External Examiner before a lapse of at least five years from the date of departure, or sufficient time for students taught by that member of staff or associated with that student to have completed that programme of study, whichever is the longer. |  |  |  |
| 8. The making of reciprocal arrangements for external examining with staff teaching similar programmes of study at other institutions is not permissible. |  |  |  |
| 9. An External Examiner shall not normally be succeeded by another from the same home department and institution. |  |  |  |
| 10. Only one External Examiner may be appointed from the same department of the same institution. |  |  |  |