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 Examineri) 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 Appointmenti) 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/NOiv) 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 Examinedi) 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**: …………………… |