

Nomination form for new external examiners for Regent's University London

Taught undergraduate and postgraduate courses / subjects / programmes

This form should be completed in order to nominate new external examiners for Regent's University London validated and non-validated programmes. Proposals for new external examiner nominees will be authorised at School level, Faculty / Institute level and University level. All approved external examiners will be reported into Senate Quality Assurance and Enhancement Committee.

Please fill out all sections and return, with a copy of the proposed examiner's **curriculum vitae** and **proof of their right to live and work in the UK** to: Quality Team, Registry, 2nd Floor Oliver Building, Regent's University London, Inner Circle, Regent's Park, London, NW1 4NS. Alternatively, a scanned signed copy can be sent to qualityoffice@regents.ac.uk.

Name of proposed external examiner:	
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Part 1A: Proposed responsibilities

Assessment board(s) proposed external examiner to be responsible for:	<select>
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Part 1B: Subject details

Name of subject area:	
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Faculty / Institute:	<please select from below>
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School:	<please select from below>
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Will the proposed external examiner have sole responsibility for examining this subject area?	<please select>
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If no, please provide details of other proposed / approved external examiners responsible for this subject area.	
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Modules to be examined (with average student numbers where known):

Part 2: Details of the proposed external examiner

Title:	<please select>
Full name:	
Academic and professional qualifications:	
Present post (if retired, please indicate last post):	
Present place of work (if retired, please indicate last place of work):	
Address Line 1:	
Address Line 2:	
Town / City:	
Postcode:	
Telephone number:	
Email address:	@

Start and end dates of proposed period of tenure (maximum 4 years):	Start date: Finish date:
If applicable, name of existing examiner that will be replaced and his/her affiliation:	
Is the nominee eligible to work in the UK for the full period of tenure? <i>Regent's University London is required by the Home Office to verify the right to work in the UK of any person undertaking work.</i>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Part 3: Experience of the proposed external examiner

Please confirm that the following information is provided on the curriculum vitae of the proposed nominee and has been attached to this nomination form:

3.1 Employment history Providing details of previous posts held (with dates).	<input type="checkbox"/>
3.2 Teaching experience Specifying the level at which the proposed external examiner's teaching experience was gained (e.g. Undergraduate / Postgraduate / Research), at which institution/s this experience was gained, how many years of teaching experience the proposed external examiner possesses, and when this experience was gained.	<input type="checkbox"/>
3.3 Internal examining experience Specifying the level at which the proposed external examiner's internal examining experience was gained (e.g. Undergraduate / Postgraduate / Research) and the institutions at which this experience was gained.	<input type="checkbox"/>
3.4 External examining experience Specifying the level at which the proposed external examiner's external examining experience was gained (e.g. undergraduate / postgraduate / research) and the institutions at which this experience was gained.	<input type="checkbox"/>
3.5 Research activities to date Including major publications, if applicable, and other relevant professional or academic experience.	<input type="checkbox"/>

Part 4: Other information

4.1	Should the proposed external examiner have neither teaching nor examining experience, please indicate the grounds on which this nomination is being proposed.
4.2	If the proposed external examiner does not have previous external examining experience, please propose a mentor for the candidate.

4.3 Please list any previous association of the proposed external examiner with Regent’s University London, the individual programme, and any University staff or students. Please provide dates for each association.
(e.g. Previous staff member, relative of a member of staff / student on the programme, or any other issue that may be considered a conflict of interest.)

4.4 Please list any existing external examiner appointments and the start and end dates of each appointment.

Note: QAA guidelines state that external examiners should hold no more than two external examiner appointments at any one time.

Part 5: Nomination checklist

5.1	Has the proposed nominee’s right to work in the UK been verified and a copy of their passport attached?	<input type="checkbox"/>
5.2	Has the nomination been mapped against Section H of the Academic Regulations to ensure they meet the criteria for appointment?	<input type="checkbox"/>
5.3	Has the form been signed by all relevant parties?	<input type="checkbox"/>

Signatories accept that the nominated external examiner meet the criteria for appointment as set out in Section H of the Academic Regulations and Regent's University London's External Examiners' Code of Practice.

Part 6: Approval at School level

Assistant Dean / Head of School			
Signature			
Print name		Date	

Part 7: Approval at Faculty / Institute level

Associate Dean / Director of Faculty / Institute			
Signature			
Print name		Date	

Part 8: Approval at Institutional level

Registrar, Registry			
Signature			
Print name	Dr Steven Quigley	Date	

Part 9 Approval at Institutional level

Deputy Vice-Chancellor			
Signature			
Print name	Provost & Deputy Vice Chancellor,	Date	

Data Protection

The Data Protection Act 1998 requires us to notify external examiners that Regent's University London will keep information submitted in relation to their appointment on a central database. This information will be used for the University's internal and external quality assurance requirements and will not be disclosed for any other purpose.

It is a requirement of the Act that information processed about individuals is accurate. It is essential, therefore, that external examiners notify the Registry of any changes to personal details as soon as possible.

Checklist for External Examiner Appointments

External examiner nominations are made according to Chapter B7 (external examining) of the UK Quality Code. This covers the nominees' seniority, credibility and relevant experience, knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality.

Faculties must ensure that evidence for the following criteria is provided along with the nomination form:	
Appropriate academic qualifications / professional qualifications, to at least the level of the qualification being externally examined, and / or have extensive practitioner experience where appropriate.	
Competence and experience of designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures and examinations (either externally or internally).	
Awareness of current developments in the design and delivery of relevant curricula.	
Familiarity with the standard to be expected of students to achieve the award that is to be assessed.	
Necessary experience to enhance the student learning experience, for example involvement in curriculum development, programme validations, etc.	
All external examiners must be fluent 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).	
Modules the nominees have taught and the level (UG or PG).	

Faculties must ensure that the following are considered where appropriate:	
External examiner nominations are drawn from a variety of institutional and professional contexts and traditions ensuring the programmes benefit from wide-ranging external scrutiny. Where a programme leads to a professional award, at least one appropriately experienced practitioner should be included among the examiners.	
All external examiners will meet the applicable criteria set by professional statutory or regulatory bodies.	

By submitting a nomination for an external examiner Faculties provide an affirmation that the nominee will not:	
Normally hold more than two external examiner appointments for taught programmes/modules at any point in time.	
Have worked or studied at Regent's University London in the last five years. (Retirees may be considered provided they have sufficient evidence of continuing involvement in the academic area in question).	

Be from the same institution as the previous external examiner.	
Be an external examiner from an institution which has been the source of examiners to the faculties of the University for a programme covering the same or cognate subject areas in the recent past (normally five years).	
Be a member of staff, a governor, a student, or a near relative of a member of staff or student on the programme, an examiner on a cognate course in the University or a member of a committee of the appointing institution or one of its collaborative partners.	
Be in a close professional contractual or personal relationship with a member of staff or student involved with the programme of study.	
Be involved as external examiner for the programme when it was approved by another validating body.	
Be a recent or current close working colleague of a key member of staff now teaching on the programme to be examined.	
Be personally associated with the sponsorship of students on the programme.	
Be anyone closely associated with placements or training programmes offered and arranged through Regent's.	
Be required to assess colleagues who are recruited as students to the programme.	
Be in a position to influence significantly the future employment of students on the programme or likely to be involved with placements or training programmes in his/her organisation involving students on the programme.	
Be anyone involved in collaborative research activities with a member of staff.	
Be anyone who has been directly involved as an external member of the validation panel for the programme.	

Please refer to section H5 of the Regent's University London Academic Regulations 2019/20 handbook for more information on the external examiner nomination and appointment processes.