

## Recommendation for appointment of an external examiner for taught provision

Full details of the procedures relating to the appointment of external examiners for taught programmes (**including taught programmes that form an integrated part of PGR programmes and modules taken by PGRs**) and the related terms and conditions are contained in the University's Ordinances and Regulations (*Ordinance 14*) and in the policy document, [External Examiners for Taught Provision - Policy and Procedure](#).

The definitive reference point for all UK Higher Education providers with respect to external examining is the UK Quality Code for Higher Education (QAA): the accompanying Advice and Guidance: External Expertise sets out the guiding principles with respect to External Examiners (including a set of criteria for appointing external examiners. These criteria, included as Appendix 1 to this form, are designed to ensure that external examiners have the qualifications, experience and expertise they need to fulfil the role to assist the University in discharging its responsibility for the quality and standards of its awards.

Nominees should satisfy the criteria for appointment, be able to demonstrate sufficient evidence of their ability to fulfil the role, and be free from potential exclusionary criteria (please refer to Appendix 1). In considering an external examiner vacancy, please consult the [Combined Registers of External Examiners](#) prior to submission of the nomination to ensure that the proposed appointment would not lead to:

- a reciprocal arrangement, defined by the QAA as an arrangement where 'a reasonable person would interpret one service in exchange for another. For example, if one provider engages an expert from another provider and then provides an expert to the same or closely-related provision in return';
- an excessive engagement period or re-engagement by the same provider, e.g. the succession of an external examiner by a colleague from the examiner's home department and institution (such a re-engagement by the same provider has the potential to give rise to a conflict of interest);
- the appointment of more than one external examiner from the same department of the same institution. In order to ensure that our provision benefits from wide-ranging external scrutiny, it is important that external examiners are drawn from a variety of institutional or professional contexts and traditions.

This form is comprised of several parts:

- Section 1 is for completion by the nominating school/ department
- Section 2 and 3 are for completion by the nominee
- Section 4 is for completion by the Chair of Board of Studies
- Appendix 2 on page 12 should be used by the school/ department to provide a supporting rationale if the nominee does not meet all the requirements for an external examiner.

This form should be completed electronically. Upon completion please email it, along with a copy of the nominee's Curriculum Vitae, to: [examiners@york.ac.uk](mailto:examiners@york.ac.uk).

In order to allow sufficient time for this nomination to be reviewed by the Academic Quality Team and considered (for approval) by the Standing Committee on Assessment it should be submitted at least **four months** before the current external examiner’s appointment expires.

**Section 1:**

**School/ Departmental and Programme Information – to be completed by the nominating school/ department**

a) Name and title of the proposed external examiner	
b) Nominating School/ Department	
c) Name and home institution of the External Examiner(s) whom this nominee will replace	<p>OR          'X' here if this is a completely new examiner post: <input data-bbox="1238 1384 1321 1458" type="checkbox"/></p>

Please note - In order to avoid conflicts of interest, thus making external examiners sufficiently independent to fulfil the role, and to ensure that our provision benefits from a variety of institutional contexts, the following appointments are not normally permitted:

- the succession of an external examiner by a colleague from the examiner’s home department and higher education provider
- more than one external examiner from the same department of the same higher education provider
- a reciprocal arrangement involving another higher education provider (see introduction and/or Appendix 1)

Please use the [Combined Registers of External Examiners](#) to check if this nomination fits any of these criteria.

d) The Provision: include the full title(s) of all individual programme(s) / modules for which this external examiner will be responsible.

*NOTE: if the nomination is approved, this information as provided by the school/department is included in the formal External Examiner Appointment letter (which forms part of the formal terms by which the University engages the External Examiner). It also informs the calculation of fees; therefore, it is really important that this section is completed accurately.*

Undergraduate	Postgraduate

Is any of the postgraduate taught provision named above for PGR students only (e.g. part of an integrated PhD or other PGR programme's integrated taught award), and/ or, would include a substantial number of PGR students (e.g. a taught postgraduate module where at least 20% of the module participants are PGR)?

Yes/ No (delete as appropriate)

e) Academic years covered by the proposed appointment

*NOTE: The duration of an appointment is normally four years, e.g. 2024/5-2027/28*

*For this purpose, the term 'academic year' relates to the academic year of the provision examined and that may or may not follow the standard University of York academic year, and for which the nominee will provide oversight. The duties associated with that oversight might fall outside of the specified academic year (for example, in the case of a postgraduate external examiner, oversight of the academic year 25/26*

*may involve attendance at Examination Boards and submission of the annual report in the subsequent academic year).*

f) Has a member of the recommending school/department agreed to serve as an external examiner for any taught provision (PG or UG) in the proposed examiner's department during the proposed period of office?	Yes No <i>(delete as appropriate)</i>
If yes, please give details of the appointment, including the duration of the appointment and the full title(s) of the programme(s) / module(s) being examined.	
<i>Note that reciprocal arrangements involving cognate programmes at another institution are not permitted.</i>	

When completing the rest of the section, consider:

- There are categories of appointment which are not normally permitted due to the potential for a conflict of interest to arise. (see Appendix 1)
- Nominees should have the capacity to command authority and the respect of their colleagues in their particular field, as outlined in the person specification in Appendix 1 below. Evidence of academic standing might include significant publications.
- External Examiners for Foundation Degree and Degree Apprenticeship programmes need to have appropriate expertise in this type of qualification.

g) If applicable, give details of any formal involvement/associations with the York school/department in the previous three years.
h) If the proposed examiner does not hold a senior academic post please give a brief account of their academic standing.
i) If applicable to this appointment, please provide details of relevant expertise for the specific type of provision. This is required, for example, for foundation degree programmes, degree apprenticeships and online/distance learning programmes.

<p>j) This nominee has experience as an external examiner: Yes/No (delete as applicable)</p> <p>Note: If the nominee has no previous experience as an external examiner for a degree awarding body or is drawn from business, industry or the professions, please outline the proposed arrangements to ensure that they will be supported to fulfil the role. Such arrangements might include training, mentoring or the appointment of more than one external to oversee the provision.</p>

**Section 2:**

**Information about the proposed External Examiner – to be completed by the proposed External Examiner**

a) Title <i>(eg professor, doctor)</i>	
b) Full name	
c) Contact Details	
Correspondence address (with postcode):	
Home address* (with postcode):	
<p><i>Is home address the same as correspondence details ?</i></p> <p><i>Yes/ No (delete as appropriate)</i></p>	
Work/ Primary Email Address:	
Work Telephone Number	
Alternative (eg personal) Email Address:	

Personal Telephone Number:	
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*\*Please note: we are unable to make payments of fees and expenses to you if we do not hold your current home address.*

d) Relevant academic and professional qualifications (including the names of awarding institutions):
e) Information about current (or most recent) employment
Institution:
Department:
Dates of employment (from and to):
Position within institution:
I have attached my CV: <input type="checkbox"/>

f) Will you hold any other external examinerships at first degree, foundation degree or at taught postgraduate/graduate Masters/ Diploma/Certificate level during the proposed period of office?	Yes No <i>(delete as appropriate)</i>
If yes, please give details (including dates of appointment):	

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*Please note that external examiners may normally hold no more than two external examiner appointments for taught programmes/modules at any point in time (see Appendix 1).*

g) Are you a former student or former employee of the University of York?	Yes No <i>(delete as appropriate)</i>
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If yes, please give details, including dates of study and/or appointment:

*Former members of staff or students may not normally be nominated for appointment unless a period of at least five years has elapsed since their previous period of appointment expired and all students taught by or with the external examiner have completed their programme.*

h) Have you served as an external examiner at the University of York in the past five years?	Yes No <i>(delete as appropriate)</i>
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If yes, please give details, including dates of appointment:

i) Are you aware of any conflict of interest which might impinge upon your role as an external examiner?	Yes No <i>(delete as appropriate)</i>
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If yes, please give details:

*Examples of a conflict of interest:*

- *close family members are registered students on programmes for which you have responsibility*
- *close family members are members of staff in the department you will examine for*

- you are significantly involved in collaborative research activities with a member of staff who is closely involved in the delivery, management or assessment of the programme(s) or modules in question

Nominees: Please indicate you have read the relevant section below by including your name and date of completion.

### Section 3A:

#### Right to Work and Signature – Undergraduate External Examiners ONLY\*

All employees of the University of York must prove their right to work in the UK **before** they do any work; the University will not register or pay workers who have not provided suitable documentation. This requirement applies to staff who are paid on a fees basis, which includes Undergraduate External Examiners who are treated as employees of the University.

The university's HR department will be in touch with you regarding your right to work documents.

<i>Name of proposed external examiner:</i>	<i>Date of completion:</i>
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### Section 3B:

#### Right to Work and Signature – Postgraduate External Examiners ONLY\*

In line with best practice, the University of York seeks to ensure that its contractors are also entitled to work in the UK. Whilst it is not a legal requirement for you to produce original documentation prior to the offer of an appointment, it is nevertheless considered good practice for you to do so.

Please therefore give consideration to providing your original documentation to Human Resources. If you decide to do so, please let us know by emailing [examiners@york.ac.uk](mailto:examiners@york.ac.uk). Human Resources will then be in touch to make arrangements.

<i>Name of proposed external examiner:</i>	<i>Date of completion:</i>
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\*If your remit involves both UG and PG programmes and/or modules, HR will be in touch regarding your right to work. Therefore, please complete Section 3A.

**Section 4:  
Checklist and Sign-off by Department**

**Checklist**

- Section 1 (School/ Departmental and Programme/ module Information) is complete
- Section 2 (Information about the Proposed External Examiner) is complete
- Section 3 (Right to Work) has been signed and dated by the examiner
- The nominee’s Curriculum Vitae is attached
- This nomination has been scrutinised and meets the criteria for appointment (as set out in Appendix 1)
- The supporting rationale is included, if the nomination does not meet all appointment criteria, but is nevertheless supported by the school/ department (see Appendix 2).

<b>Departmental Sign off</b>	
<i>Name:</i>  <i>Chair of the Board of Studies</i>	<i>Date:</i>  
<i>Name:</i>  <i>Subject Contact (for City College and Weald and Downland Living Museum nominees only)</i>	<i>Date:</i>  

Please return the completed form, along with the nominee’s CV, to the Academic Quality Team via [examiners@york.ac.uk](mailto:examiners@york.ac.uk).

<b>Standing Committee on Assessment Use ONLY</b>	
<i>Name:</i> _____ <i>Standing Committee on Assessment Approval</i>	<i>Date:</i> _____

**Appendix 1**

## University of York criteria for appointment

informed by:

UK Quality Code for Higher Education Advice and Guidance External Expertise, 2018

### [External Examiners for Taught Provision Policy and Procedure 2025/26](#)

When submitting a nomination, schools/departments should provide a CV for the nominee indicating that they meet the required person specification and appropriately evidencing the following:

- a. knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality;
- b. competence and experience in the fields covered by the programme of study, or parts thereof;
- c. relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate;
- d. competence and experience relating to designing and operating a variety of assessment tasks and assessment procedures appropriate to the subject;
- e. credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers;
- f. familiarity with the standard to be expected of students to achieve the award that is to be assessed;
- g. 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);
- h. meeting applicable criteria set by professional, statutory or regulatory bodies;
- i. awareness of current developments in the design and delivery of relevant curricula;
- j. competence and experience relating to the enhancement of the student learning experience.

Schools/Departments should not nominate as External Examiners anyone in the following categories or circumstances:

- a. A 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 its collaborative partners;
- b. Anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study;
- c. Anyone required to assess colleagues who are recruited as students to the programme of study;

- d. Anyone who is, or knows that they will be, in a position to influence significantly the future of students on the programme of study;
- e. Anyone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question;
- f. Associate staff employed for teaching or supervision (even on a casual or temporary basis), 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);
- g. In circumstances that are, or could be seen to be, a reciprocal arrangement involving cognate programmes at another institution;
- h. The succession of an External Examiner by a colleague from the examiner's home school/department and institution;
- i. The appointment of more than one External Examiner from the same school/department of the same institution;
- j. Anyone who holds more than one other concurrent substantial External Examinership during the relevant period;
- k. Any former External Examiners of the school/department unless an intervening period of at least five years has elapsed.

### **Requirement to reside and undertake work within the UK**

Nominations for all taught programme external examiners should normally be for a nominee based in the United Kingdom, with any requests to appoint examiners based outside of the UK requiring additional explanation. The University cannot appoint non-UK-based Undergraduate external examiners. This is due to the complexities of employment and tax laws regarding the employment of individuals based outside of the UK. Schools/ departments must provide a clear rationale for requesting an overseas appointment for SCA to consider approval.

With regard to the data sharing required between schools/ departments and external examiners, schools/ departments should seek advice from the University Data Protection Officer and take appropriate actions where an external examiner is based overseas or subsequently moves overseas during their term of appointment.

### **Terms and extensions**

An External Examiner's appointment will normally be for four years. Exceptional extensions of one year to ensure continuity (for example where a programme is in the process of running out and it would be ineffective to involve a new External Examiner) are permitted subject to SCA approval. Schools/departments must submit a rationale for exceptional

extensions to the External Examiners Administrator for SCA consideration.

If an External Examiner fails to fulfil their obligations to the University and/or if a conflict of interest arises which cannot be satisfactorily resolved, they may have their appointment terminated prior to the normal expiry date. Schools/departments must submit a written request for such a termination to SCA for approval.

Schools/departments are sent copies of all official University correspondence with External Examiners. Letters of appointment from the External Examiners Administrator include details of the term of office, and information about payment of fees, and expenses.

**Appendix 2:  
Additional Information**

**Supporting rationale for those nominations which do not fully meet the criteria**

If your nominee does not meet all the requirements for an external examiner, the school/ department must supply a supporting rationale with the nomination. Please provide additional information as appropriate in the space below: