**BANGOR UNIVERSITY**

**NOMINATION OF EXTERNAL EXAMINER**

**for programmes delivered by Collaborative Provision**

**Please Answer All Sections**

Please refer to Code of Practice for External Examiners

If the answer **to ANY of questions 14or 15b or 16a or 16b** is **NO**, this nomination must be supported by a current curriculum vitae **and** a statement to explain the nomination (to be signed by the Head of the Partner Institution or Head of Bangor University School).

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| **Section A: Programme Details** | |
| 1. Partner Institution |  |
| 1. Department |  |
| 1. Programmes to be examined E.g. BA English   (i.e. programme title as validated) |  |
| 1. Name of External Examiner being replaced |  |
| **Section B: Proposed External Examiner** | |
| 1. Name and title of proposed NEW Examiner |  |
| 1. Nationality |  |
| 1. Address for correspondence |  |
| 1. Telephone Number |  |
| 1. E-mail |  |
| 1. Academic and professional qualifications |  |
| 1. Proposed period of tenure of 4 years: From Academic Session 2022/23 | |

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|  | **Delete as  appropriate** | | **For University use only** |
| 1. **Is the proposed examiner eligible to work in the UK?** | **Yes** | **No** |  |
| 1. Has the proposed examiner provisionally agreed to be nominated for appointment? | **Yes** | **No** |  |
| 1. Is the nominee of University Senior Lecturer status or above, or the equivalent, *in higher education*? | **Yes** | **No** |  |
| (Note: Senior Lecturer Status is defined as the equivalent of Senior Lecturer at BU. ) |  |  |  |
| 1. Is the external examiner currently in employment?  If **Yes**, please go to question 14a, if **No** please answer question 14b | **Yes** | **No** |  |
| * 1. Present place of work: |  | |  |
| * 1. Has the examiner been retired *less* than six years?  If **Yes**, what was the previous appointment/place of work? | **Yes** | **No** |  |
| 1. Has the external examiner ever been an employee or a student of the University or the Partner Institution? | **Yes** | **No** |  |
| If **Yes**, please answer question 16a or 16b, if **No** please go to question 17. |  |  |  |
| * 1. If former employee; has at least five years elapsed? | **Yes** | **No** |  |
| * 1. If former student; has five years lapsed since leaving the University or Partner Institution? | **Yes** | **No** |  |
| 1. Has the nominee served as an external examiner for taught courses with the University or Partner Institution in the last five years? | **Yes** | **No** |  |
| 1. Please confirm that there are no other potential conflicts of interest, as outlined in the “Criteria for Appointment of External Examiners”. |  | |  |

1. Please list the proposed examiner’s other current External Examiner appointments, giving names of institutions, scheme titles and dates:

If the answer **to ANY of questions 14 or 14b or 16a or 16b** is **NO**, this nomination must be supported by a current curriculum vitae **and** a statement to explain the nomination (to be signed by the Head of Partner Institution or Head of Bangor University School).

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| **Section C: Fee Information**  It is important that you complete **all** questions in this section, as it will be used to determine the External Examiner’s fee. | | | |
| 1. Number of students registered on each year of the programme. | Year 1 | Year 2 | Year 3 |
| 1. When and where is the examining undertaken? |  | | |
| 1. If there is more than one external examiner, is the work divided equally? If NOT, how is it divided? |  | | |
| 1. Please give the name(s) of the other external examiner(s). |  | | |
| 1. It is assumed that external examiners are required to attend the Validated Institution for one day, for the Board of Examiners meeting. Please give any additional attendance requirements, showing number of extra days and purpose: |  | | |
| 1. Please add any further information you feel is necessary for the setting of an appropriate fee. |  | | |

**Section D: Authorisation**

Signed by Person Completing Form: Date:

Please print name:

Signed by Head of Partner Institution Date:

Please print name:

Approval of Head of Quality Enhancement:

Date:

This form should be returned to **Dr Sarah Jackson: s.m.jackson@bangor.ac.uk at least two months before** the proposed external examiner is required for his/her first assessment and, for programmes beginning in October, at the latest by the beginning of the previous January.

*Revised March 2021*