**BANGOR UNIVERSITY**

**NOMINATION OF EXTERNAL EXAMINER**

**(for all taught schemes of study)**

**Please Answer All Relevant Sections**

Please refer to Code of Practice for External Examiners: http://www.bangor.ac.uk/regulations

If the answer **to ANY of questions 16 or 17b or 18a or 18b** 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 School).

|  |  |
| --- | --- |
| **Section A: Programme Details** | |
| 1. School |  |
| 1. Programmes to be examined (E.g. BA English) |  |
| 1. Subjects/areas to be examined by the proposed external examiner if more specific than [2] above |  |
| 1. Collaborative Partner Organisation, if applicable |  |
| 1. Joint appointment with another institution? Please specify |  |
| 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 is 4 academic years from: September 2022 | |

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| --- | --- | --- | --- |
|  | **Delete as  appropriate** | | **For Academic Office use only** |
| 1. **Is the proposed Examiner eligible to work in the UK?**   (Para 6 of CoP for External Examiners ) | **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. Para 8 of CoP for External Examiners) |  |  |  |
| 1. Is the External Examiner currently in employment? (Para 7 of CoP for External Examiners) If **Yes**, please go to question 16a, if **No** please answer question 16b | **Yes** | **No** |  |
| * 1. Present place of work (Para 7 of CoP for External Examiners): |  | |  |
| * 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? (Para 14 of CoP for External Examiners) | **Yes** | **No** |  |
| If **Yes**, please answer question 18a or 18b, if **No** please go to question 19. |  |  |  |
| * 1. If former employee; has at least five years elapsed? | **Yes** | **No** |  |
| * 1. If former student; has five years lapsed since leaving the University? | **Yes** | **No** |  |
| 1. Has the nominee served as an External Examiner for taught courses with the School in the last five years? (Para 12 of CoP for External Examiners) | **Yes** | **No** |  |
| 1. Please confirm that there are no other potential conflicts of interest, as outlined in paragraph 14 of the CoP for External Examiners |  | |  |

1. Please list the proposed Examiner’s other current External Examiner appointments, giving names of institutions, scheme titles and dates. (Para 13 of CoP for External Examiners):

If the answer **to ANY of questions 16 or 17b or 18a or 18b** 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 School).

If this nomination is from **outside the UK** please enclose a copy of the nominee’s current curriculum vitae.

|  |  |
| --- | --- |
| **Section C: Student Numbers**  It is important that you complete **all** questions in this section, as it will be used to determine the External Examiner’s fee. | |
| 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 Bangor for up to three days, 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. |  |

Table [1] Please give the **number of students** to be examined:

|  |  |  |
| --- | --- | --- |
| **Programme** | **Penultimate year** | Final year |
| UG Single Honours |  |  |
| UG Joint Honours |  |  |
| PGT |  |  |

**Section D: Authorisation**

Signed by Person Completing Form: Date:

Signed by Head of School: Date:

Approval by Head of Quality Enhancement

Date:

This form should be returned to **Dr Sarah Jackson, Quality Enhancement Unit** at least two months before the proposed External Examiner is required for his/her first assessment and, for schemes beginning in September, at the latest **by the end of the previous January**.

*Revised March 2021*