Dear

Thank you for agreeing to act as External Examiner for the University of Edinburgh (the “University”), and we hope you will find this a valuable and interesting experience. The purpose of this letter is to formalise your appointment as an External Examiner in the University’s *[SCHOOL]*, part of the [*COLLEGE*. The University is very grateful to our External Examiners for applying their expertise to assist us in ensuring that our programmes and courses are of a high standard, and that our students are treated fairly and consistently in respect of degree classification.

**Term of appointment**

The appointment is for a period of four years from [*START DATE TO END DATE*] (the “Term”). [*DELETE AS APPROPRIATE A list of the courses and/or degree programmes to be examined is attached. Or, insert name(s) of course(s)/programme(s).*]

**Roles and responsibilities**

External Examiners at the University are required to operate within the roles and responsibilities set out in the University’s [External Examiners for Taught Programmes Policy](https://www.ed.ac.uk/files/atoms/files/externalexaminerstaught.pdf), [Taught Assessment Regulations](https://www.ed.ac.uk/files/atoms/files/taughtassessmentregulations.pdf) (Section A), the University’s Data Protection Policy which can be accessed on the University’s website: <https://www.ed.ac.uk/records-management/policy/data-protection> and other relevant University academic policies and regulations which can be accessed on the University’s website: <https://www.ed.ac.uk/academic-services/policies-regulations>

**Information from the School**

The [*SCHOOL*] will provide further information on their teaching and assessment processes, your role as External Examiner, dates of Board of Examiners meetings and any induction activities for External Examiners. More detail on this process is set out in the [External Examiners for Taught Programmes Policy](https://www.ed.ac.uk/files/atoms/files/externalexaminerstaught.pdf). [*INSERT: “Your contact will be NAME/TITLE/EMAIL” AS APPROPRIATE.]*

**Arrangements for submitting External Examiner reports**

As an External Examiner, you are required to submit your External Examiner report annually via the University’s External Examiner Reporting System. External Examiners are asked not to identify students or staff by name in their reports.

The deadline for submission of your annual External Examiner report is [31 July *or* 30 November *delete as appropriate]* each year of the Term.

In addition to providing an annual report, you are also required to provide an additional reflective overview at the end of your period(s) of office.

External Examiners should participate in all Board of Examiners meetings relevant to their appointment and are normally expected to attend on meeting in person each year. Notice of such meetings shall be provided at least [*TIMESCALE*] in advance by [*EMAIL*].

**Fees and Expenses**

The annual fee paid for this appointment is [*FEE*] (the “Fee”). Expenses will also be payable as set out below.

Fee payments are made following receipt of your annual report; please allow up to two months from the report submission date. Please note that payment cannot be made unless all eligibility to work checks have been completed (please see below).

In addition to the fee, the School will pay for reasonable travel, accommodation and subsistence expenses that you incur in fulfilling your role as an External Examiner, in line with the [University’s Expenses Policy](https://www.ed.ac.uk/files/atoms/files/expenses-policy.pdf). An expenses claim form is attached to this letter. Please submit claim forms and receipts directly to the School finance team.

**Right to Work**

Under UK immigration legislation, the University is required to check that all staff and workers are eligible to work in the UK. We have received a copy of your passport/right to work documentation from the [*SCHOOL*]. In order to complete the check, we also need to see the original document and take a copy, which is then signed and dated by a member of staff in the School. Therefore, we ask you to **bring your passport/right to work documentation to the first Board of Examiners meeting that you attend**. Please note that your fees cannot be paid until these checks have been completed.

Please accept our apologies for any inconvenience this causes. If you would like any further information on right to work, please contact us.

**Termination of appointment**

The University can terminate an External Examiner’s appointment at any time where the External Examiner is deemed to have not fulfilled their obligations or if a conflict of interest arises which cannot be satisfactorily resolved.

External Examiners who wish to resign before the end of the Term must give not less than three months’ notice in writing to the College.

**Privacy Information Notice for Staff**

The ‘privacy notice’ explains what personal information the University holds about you as a member of staff. “Member of staff” covers both employees and workers.

<https://www.ed.ac.uk/files/atoms/files/privacy_information_notice_for_staff_-_golden_copy.pdf>

**Accepting this External Examiner position** If you wish to accept the position of External Examiner as set out in this letter, please return a signed copy of this letter (see below) and the attached “External Examiner Details” (HR Form 95a) to the above address. We will need these documents before payment can be made.

If you require any further information, please do not hesitate to contact me at the email address above.

Yours sincerely

[*Name and title*]

**Acceptance of appointment: [*External Examiner’s name*]**

I accept this appointment to act as External Examiner for the [*SCHOOL*] in the [*COLLEGE*] for the course(s)/programme(s) specified in this letter.

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| --- | --- |
| Signature: | Date: |

**Document control**

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| Related policies/regulations: [www.ed.ac.uk/files/atoms/files/externalexaminerstaught.pdf](http://www.ed.ac.uk/files/atoms/files/externalexaminerstaught.pdf) | |
| If you require this document in an alternative format please email [Academic.Services@ed.ac.uk](mailto:Academic.Services@ed.ac.uk) or telephone 0131 651 4990. | Date last revised:  02.04.20 |

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