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| **UoE_Crest_Workmark** |
| **College of****Medicine and Veterinary Medicine** | **Nomination Form for the Appointment of** **Taught External Examiners** |

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| **Notes for completion of form** |
| Both the Colleges and Schools are responsible for ensuring that the nominations are consistent with University and College policies with particular reference to the University’s External Examiners for Taught Programmes Policy: [www.ed.ac.uk/academic-services/quality/external-examining](http://www.ed.ac.uk/academic-services/quality/external-examining). |

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| **Section 1: Proposed External Examiner Details** |
| Name and Title (e.g. Professor) of proposed External Examiner |  |
| Institution |  |
| Department |  |
| Address for Correspondence |  |
| Email Address |  |
| Phone number |  |
| Programme Director/Course Organiser nominating the External Examiner (please state nominee role) |  |
| **Section 2: Type of appointment:** |
| New Appointment (normally 4 years): | From: |  | To: |  |
| Extension (maximum of 1 year)\*: | From: |  | To: |  |
| *\* Extensions can be granted only in* ***exceptional*** *circumstances and a case for an extension should be made below* |
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| **Section 3: Programmes / Courses to which external examiner will be contributing**Programme External Examiner [ ] Course External Examiner [ ]  |
| **Programme name**You may wish to include a link to the DRPS entry for this programme | **Number of Students** | **Total no of credits covered by Examiner** | **SCQF Level**  | **Other External Examiners? *Yes/No*** |
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| **Course/s name/s** | **Number of Students** | **No of credits** | **SCQF** **Level** | **Other External Examiners? *Yes/No*** |
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| **Section 4: Examiner to be replaced (where applicable). For new programmes/courses this is not required.** It is normally not permitted for an Examiner to be succeeded by a nominee from the same institution.N/A as new programme/course [ ]  |
| Full Name |  |
| Dates of Appointment | From: |  | To: |  |
| Home Institution |  |

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| **Section 5: Current External Examining appointments held by nominee**In view of the time commitment required to fulfil the duties of an External Examiner, it is recommended that an individual should hold no more than one other External Examiner appointment for courses or taught programmes during their period of employment as an External Examiner in the University.N/A as no other appointments currently held [ ]  |
| Programme/Course | Institution | Dates of appointment (From/To) |
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**Section 6-8 should be completed by the Programme/Course Team**

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| **Section 6: Confirmation up-to-date CV is enclosed with the nomination?**  | YES NO   |
| **Nominee Teaching, Learning and Assessment Experience**A **brief** description is required.  |
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| **Section 7: Arrangements for Examiner induction and support**Bullet points are sufficient |
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| **Section 8: Criteria for Appointment**Externals should normally demonstrate appropriate evidence of the following criteria. Typically, such evidence is provided through the proposed Examiner’s CV. (Roles such as, but not limited to, Lecturer, Programme Director, Course Organiser, teaching leadership roles and previous External Examining appointments would indicate relevant experience).  |
| **8a: Person Specification** |
| In order to ensure that External Examiners are competent to undertake the responsibilities expected of them, only individuals who can show appropriate evidence of the following will be appointed: a) Does the nominee have appropriate knowledge and understanding of the UK HE Sector’s agreed reference points for the maintenance of academic standards, including the relevant subject benchmarks, the national qualifications frameworks and UK Quality Code for Higher Education (See www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code), along with knowledge of quality assurance and enhancement processes?b) Does the nominee have sufficient standing and experience to be able to command authority and respect of academic peers and, where relevant, professional peers? c) Does the nominee have relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate External Examiners from outside the HE system, for example from industry or the professions, may be appropriate in certain circumstances?d) Does the nominee have competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures?e) Does the nominee have awareness of current developments in the design and delivery of relevant curricula?f) Does the nominee have familiarity with the standard to be expected of students to achieve the award that is to be assessed?g) Does the nominee have fluency in English and, where programmes are delivered or assessed in languages other than English, fluency in the relevant language(s)?h) Does the nominee have competence and experience relating to the enhancement of the student learning experience?g) Does the nominee meet applicable criteria set by professional, statutory or regulatory bodies (where relevant)? |
| **Can you confirm that all of the above criteria have been met? If NO, please provide justification for seeking approval for this particular individual in in section 8c.**  | **YES/NO** |

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| **8b: Conflicts of Interest:** Individuals in any of the following categories will not be appointed as External Examiners: | **YES/NO** |
| a) Is the nominee a member of the University Court, University Committee member or employee of the University? |  |
| b) Is the nominee anyone with a current or previous personal, family or legal relationship with a student being assessed? |  |
| c) Is the nominee anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study or any of the courses in question? |  |
| d) Is the nominee 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 course(s) in question? (Significant involvement in this context means directly involved with a close knowledge of one another’s work). |  |
| e) Is the nominee a former member of staff or student of the institution? (unless a period of five years has elapsed and all students taught by or with the individual have completed their programme(s) of study)? |  |
| f) Would the nominee’s appointment create a reciprocal external examining arrangement involving cognate programmes at another higher education institution?  |  |
| g) Would the nominee’s appointment immediately follow the appointment of an External Examiner from the same department in the same higher education institution? |  |
| h) Does the nominee have a colleague from the same department of the same institution already acting on the Board of Examiners to which the nominee is to be appointed? |  |
| i) Does the nominee have an honorary position at the University or has held an honorary position at the University within the last five years? |  |
| **If you have indicated a conflict of interest in one/multiple categories above, please provide justification for seeking approval for this particular individual in in section 8c.** |

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| **Section 8c:**If you have indicated in Section 8a or 8b above that the nominee does not meet any of the usual criteria for appointment, or that there may be a conflict of interest, provide a justification for the nomination below.  |
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| **Record of Approval** |
| **Committee** | **Date** |
| Relevant School/Deanery Committee |  |
| College Taught External Examiner Approval Sub-Committee |  |