

**External Examiner Nomination Form**

**Application for approval of a new External Examiner appointment for taught programmes.**

Faculty Executive Deans, in the first instance, are responsible for ensuring that nominations for external examiners meet the University’s criteria for appointment and the needs of the Programme. On behalf of Education Committee, Academic Quality will review nominations and advise Education Committee accordingly. Appointment of external examiners rests with Education Committee.

In order to expedite consideration of the nomination it is requested that this form be completed as comprehensively as possible. Guidance notes have been provided in blue and can be deleted before submission of the form. If a section is not applicable write N/A.

**The completed form should be returned to** [**externalexamining@bournemouth.ac.uk**](mailto:externalexamining@bournemouth.ac.uk)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section A- Nomination Details (to be completed by the Faculty)** | | | | |
| The nominee has been made aware by the Faculty of their requirement to provide original and valid UKVI documentation before appointment can be confirmed. | | **YES NO** | | |
| **If the nominee resides outside of the UK, please contact** [externalexamining@bournemouth.ac.uk](mailto:externalexamining@bournemouth.ac.uk) **before progressing the nomination.** | | | | |
| 1. Name of proposed external examiner (please include title) | |  | | |
| **2. Programmes the nominee will have responsibility for (list all)** | | | | |
| **Programme and Award Title** *(please specify both)*  *(Add/delete rows as appropriate)* | | | Place of delivery | **Mode of attendance/ delivery** *(e.g. f/t, p/t, distance)* |
| **i.** |  | |  |  |
| **ii.** |  | |  |  |
| **iii.** |  | |  |  |
| **iv.** |  | |  |  |

|  |  |  |
| --- | --- | --- |
| **3. Units the nominee would have particular responsibility for:**  *Units where the external examiner will have responsibility must be specified here. New external examiners are appointed to maintain sole or joint responsibility for at least one named programme and an agreed number of named unit(s) (normally 6-12 depending on the credit size and/or instances of delivery).* | | |
| **Unit Title** *(Do not use abbreviations)* | **Level** | **Credit Value** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **4. Proposed period of tenure**  *(External examiners should normally be appointed for four years. Where possible, appointments commence in September and will always end in September.)* | | | | | | | |
| **From:** | | September | | | **To** | | September |
| **5. Examiner to be replaced *(where applicable- not for new programmes)***  *(full details of the whole examining team will be provided to reviewers by Academic Quality)* | | | | | | | |
| **Name and Institution** | **BU Programmes covered** | | | **Dates of appointment** | | | |
|  |  | | |  | | | |
| **6. Proposed mentoring arrangements** (Required **ONLY** if no previous or minimal experience.) *(where the proposed nominee has no previous examining experience please state the proposed mentoring arrangements, either within a team of external examiners or from another Programme)*  ***NB: Position within an examining team and attendance at the examiner seminar do not constitute mentoring arrangements.*** | | | | | | | |
| **Name of Mentor:** | | | | | | | |
| **7. Is this nomination put forward to meet a PSRB requirement?** | | | | | | **YES NO** | |
| **7A. If YES, please provide details of how the nominee meets this requirement:** | | | | | |  | |
| ***7B. For NMC regulated programmes ONLY, please provide the proposed examiner’s NMC information:*** | | | | | | | |
| **Proposed examiner’s registration number:** | | |  | | | | |
| **Proposed examiner’s revalidation date:** | | |  | | | | |
| **8. Rationale for Proposal**  *(Please state reasons why this nominee would make an effective and quality external examiner for the University. Please take into account mentoring arrangements, previous experience, other examinerships and the rest of the examining team.)* | | | | | | | |
|  | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECTION B: NOMINEE DETAILS**  *(to be completed by the nominee and submitted with a current CV which provides details of previous employment, Education, professional qualifications and any other relevant experience over and above what is requested here )* | | | | |
| **9. Current post**  *(If retired, please indicate, and give last post, with dates and home address)* | | | | |
| **Current/ last role** | |  | | |
| **Current/last institution of work** | |  | | |
| **Department/ Academic Group** | |  | | |
| **Date(s) of appointment** | |  | | |
| **Address of institution** | |  | | |
| **Telephone number** | |  | | |
| **Business telephone** | |  | | |
| **Email** | |  | | |
| **10. Current external examiner appointments**  *(if the proposal will lead to a total of more than two substantial examinerships concurrently, please give reasons in support of the proposal in a covering letter)* | | | | |
| **Dates** | **Institution** | | **Programme title and level** | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
| **11. Previous external examiner appointments over last 5 years**  *(other than those already given)* | | | | |
| **Dates** | **Institution** | | **Programme title and level** | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
| **12. Current Programme leadership responsibilities / other teaching responsibilities**  *(Give brief account of main areas of higher education teaching responsibilities over last five years)* | | | | |
| **Dates** | **Institution** | | **Programme title and level** | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
| **13. Research and related academic or professional activity/consultancy/employment**  *(Give brief account of main activities with particular reference to last five years. List major*  *publications (books, articles in refereed academic or professional journals), with dates, where*  *not included in CV.)* | | | | |
|  | | | | |
| **14. Relevant expertise in the type of provision proposed including non-traditional forms of assessment where appropriate**  *(e.g. undergraduate, postgraduate, Foundation degree, work based learning, degree apprenticeships distance/e-learning, blended learning, research)* | | | | |
|  | | | | |
| **15. Please confirm you have submitted your current CV alongside this form** | | | | **CV attached: YES NO** |
| **16. Do you have any current/previous association with Bournemouth University, or with any of the University’s partner institutions affected by this nomination.**  Please note that failure to report associations will result in the application being returned. | | | | **YES NO** |
| If **YES**, give brief details of Programme/individual staff/students, with dates: | | | | |

|  |  |
| --- | --- |
| **17. Prevention of illegal working** | |
| **17.1 Do you currently hold a British/Irish passport?** If **NO**, please answer question 17.2 below | **YES NO** |
| **17.2 Do you have permanent residency status?** If **NO**, please answer question 17.3 below | **YES NO  N/A** |
| **17.3 Do you require a visa/certificate of sponsorship to be able to work in the UK?**  For further information on the Immigration Asylum and Nationality Act 2006 and UK Visas and Immigration (UKVI) Immigration rules – [see the UKVI website](https://www.gov.uk/government/organisations/uk-visas-and-immigration) | **YES NO  N/A** |
| **Before appointment can be confirmed, valid and original evidence of your right to work in the UK must be sent to and endorsed by Bournemouth University. For further information on valid documentation –** [***see the Bournemouth University website***](https://www1.bournemouth.ac.uk/sites/default/files/asset/document/Immigration%20Regulations%20(Guidance)_0.pdf)***.*  Bournemouth University staff will contact you to arrange receipt of your original documents.** | |

|  |  |
| --- | --- |
| **18. Signature of nominee[[1]](#footnote-1),2** | |
| **I confirm that no known conflicts of interest currently exist such as:**  i. being 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 one of its collaborative partners;  ii. having a close professional, contractual or personal relationship with a member of staff or student involved with the Programme of study;  iii. being required to assess colleagues who are recruited as students to the Programme of study;  iv. being in a position to influence significantly the future of students on the Programme of study;  v. being 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 units in question;  vi. being 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).  **Declaration:**   1. I hereby give my consent to Bournemouth University to record and process my personal information and sensitive personal data in line with the terms of GDPR and all other legislative provisions 2. My consent is conditional upon Bournemouth University complying with their legal duties and obligations relating to the recording and use of this information. | |
| **Signed** |  |
| **Print Name** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **SECTION C: FACULTY APPROVAL**  (*to be completed by the Faculty*) | |
| **19 Signature of Executive Dean of Faculty (Bournemouth University) authorising nomination to proceed**  I confirm that this nominee has been checked against the Faculty’s staff records and no reciprocal arrangement would result from this appointment. *(see 6N – External Examining: Policy and Procedure for Taught Awards)* | |
| **Signed** |  |
| **Print Name** |  |
| **Date** |  |

1. By signing this form the nominee confirms fluency in English and language(s) other than English used to deliver and assess the programme(s).

   2 By signing this form the nominee agrees to send their valid UKVI documentation to Bournemouth University before appointment can be confirmed. [↑](#footnote-ref-1)