Taught External Examiner Nomination Form

This form should be completed to nominate an External Examiner for taught programmes (UG and PGT). All nominations must meet the expectations in the University’s *Guidelines for Departments on the Nomination and Appointment of External Examiners* *for Taught Programmes*. Any queries regarding the process should be directed to the external examiner team ([external.examiner@imperial.ac.uk](mailto:external.examiner@imperial.ac.uk_)) in the first instance.

External examiners are appointed normally for a period of **four years** only, commencing from the start of the academic year for which they are appointed (October). Departments should complete sections 1-5 prior to forwarding to [external.examiner@imperial.ac.uk](mailto:external.examiner@imperial.ac.uk). **Please note:** Examiners are not permitted to commence work until their nomination has been approved by the Vice Provost (Education and Student Experience) and, where relevant, Right to Work checks have been completed (see below).

**Eligibility to work in the United Kingdom**

The Home Office requires that all those undertaking work in the UK have the legal right to do so. The University is under legal obligation to confirm that all nominees are eligible. This means that **all undergraduate appointments** are required to have the [Right to Work](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/right-to-work/right-to-work-checks/) (RtW) in the UK. Further information and guidance concerning evidence of eligibility to work in the UK can be found at: [*http://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/right-to-work/*](http://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/right-to-work/)

**Privacy Notice**

The details on this form are collected and processed to manage the nomination and appointment process. Full details can be found on the website at [*Privacy Notice for Staff and Prospective Staff*](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/legal-services-office/public/data-protection/Privacy-Notice-for-Staff-and-Prospective-Staff-(003).pdf).

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1: Details of proposed nomination** | | | | | | | | | | | |
| Name and title of proposed external examiner: | | | | |  | | | | | | |
| Current post: | | | | |  | | | | | | |
| Current institution and department: | | | | |  | | | | | | |
| Email address: | | | | |  | | | | | | |
| Department in which external examiner will serve: | | | | | Click to select | | | | | | |
| Degree programme(s) for this appointment | | | | |  | | | | | | |
| Period of appointment: | | | | | Click to select | | | | | | |
| Name of existing external examiner that will be replaced, their institution & department: | | | | |  | | | | | | |
| Will this be the only examiner for the programme(s)? | | | | |  | | | | | | |
| **MBBS programmes only**: | | | | | GMC registration no: | | |  | | | |
| Is this classed as a ‘clinical’ appointment | | | | | Yes |  | | No | |  | |
| **Section 2: Qualifications and Experience**  Where appropriate for section 2a-c, a CV can be attached to the form. If any of the following is not included in the CV, please complete the relevant section. | | | | | | | | | | | |
| 2a: Academic Qualifications | | | | | | | | | | | |
| Qualification | | | Institution | | | | Year of completion/ issue | | | | |
|  | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| 2b: Professional Qualifications/ memberships | | | | | | | | | | | |
| Qualification/membership | | | Status | | | | Period (year) | | | | |
| From | | To | | |
|  | | |  | | | |  | |  | | |
|  | | |  | | | |  | |  | | |
|  | | |  | | | |  | |  | | |
| 2c: Employment History (last 10 years) | | | | | | | | | | | |
| Institution | | Role & brief description | | | | | From  (MM/YY) | | To  (MM/YY) | | |
|  | |  | | | | |  | |  | | |
|  | |  | | | | |  | |  | | |
|  | |  | | | | |  | |  | | |
| Teaching Experience  *Please provide in the box below, details of the nominees teaching experience including details of:*   * *Institution, Academic level & duration* * *Experience of the assessment process (design, marking and moderation)* * *Other relevant experience (such as module or programme leadership)* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| To be completed in all instances where the proposed examiner has no teaching experience at the level of the programme(s) to be examined: On what grounds is this nomination being made? | | | | | | | | | | | |
|  | | | | | | | | | | | |
| External Examiner Experience (Taught Programmes)  *Please note that the University will not normally appoint examiners where it would mean that they hold more than 2 concurrent appointments)* | | | | | | | | | | | |
| Institution | | Programme/field of study & level (UG or PGT only) | | | | | Period | | | | |
| From | | To | | |
|  | |  | | | | |  | |  | | |
|  | |  | | | | |  | |  | | |
|  | |  | | | | |  | |  | | |
| **To be completed in all instances where the proposed examiner has no prior experience of acting as an external examiner for *taught* provision.** Please provide the following: | | | | | | | | | | | |
| Details of the mentor for the examiner ([see guidance](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/qa/public/external-examining/FAQs-on-Mentorship-of-New-External-Examiners.pdf)). NB: a mentor’s tenure must overlap with that to the nominee. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Please provide details in the box below of department led advice and support that will be provided: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Section 3: (PGT only) Recent Publications** | | | | | | | | | | | |
| Please supply details of up to 5 recent full publications in peer-reviewed journals with full titles. Where appropriate a CV can be attached to the form | | | | | | | | | | | |
| 1. |  | | | | | | | | | | |
| 2. |  | | | | | | | | | | |
| 3. |  | | | | | | | | | | |
| 4. |  | | | | | | | | | | |
| 5. |  | | | | | | | | | | |
| **Section 4: Additional Information** | | | | | | | | | | | |
| Please supply any further information you consider relevant to the proposed external examiner’s suitability for appointment | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Section 5: Declaration regarding conflicts of interest & Departmental approval** | | | | | | | | | | | |
| The Department confirms that the proposed external examiner: | | | | | | | | | | |  |
| Meets the appointment criteria as laid out in *Guidelines for Departments on the Nomination and Appointment of Taught Course External Examiners* | | | | | | | | | | |  |
| Has not acted as a taught course external examiner at Imperial College London within the last 5 years | | | | | | | | | | |  |
| Is not from a department in an institution where a department member is serving as an external examiner | | | | | | | | | | |  |
| Is not from the same department of the same institution as another External Examiner appointed to the specified Board of Examiners, **and** is not directly or indirectly succeeding a colleague from the same department in last 5 years | | | | | | | | | | |  |
| Is not a member of a governing body or committee of the university, or one of its collaborative partners, or a current employee of one of its collaborative partners | | | | | | | | | | |  |
| Is not currently, and has not within last 5 years, been a member of university staff, or a student considered by the specific Board of Examiners | | | | | | | | | | |  |
| Is not currently, and has not within the last 5 years, held an honorary or visiting appointment with the University | | | | | | | | | | |  |
| Is not significantly involved in current or recent substantive research activities with a member of university staff who is closely involved in the delivery, management or assessment of the programme(s) in question | | | | | | | | | | |  |
| Does not have a close professional, contractual or personal relationship with a member of staff or student involved with the programme(s) | | | | | | | | | | |  |
| Is not required to assess colleagues who are recruited as students to the programme of study | | | | | | | | | | |  |
| Will not be able to significantly influence the future of students on the programme | | | | | | | | | | |  |
| **Head of Department Approval** | | | | | | | | | | | |
| Head of Department[[1]](#footnote-1) (or nominee[[2]](#footnote-2)): | | | |  | | | | | | | |
| Date: | | | |  | | | | | | | |

**Please return the completed form to:** [**external.examiner@imperial.ac.uk**](mailto:external.examiner@imperial.ac.uk)**.** If you have any questions or queries regarding the process, please contact the team at the above address.

|  |  |
| --- | --- |
| **Section 6: Quality Assurance Review:**  To be completed by the member of the Quality Assurance and Enhancement Team | |
| A member of the QA team has completed the following checks. Where there are concerns raised or the nomination falls outside of the guidance for appointment, these are listed in the free text box below: | |
| Nominated examiner has not served as an examiner in the last 5 years |  |
| According to records, current or recently completed examiners for the Board have not been from the same department as the nominated examiner |  |
| There is no indication that the nominated examiner has a close link with the university that would indicate a conflict of interests |  |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 7: Vice Provost Approval** | | | | |
| Nomination Approved | | |  | |
| Nomination Rejected | | |  | |
| Reason(s) for rejecting nomination: |  | | | |
| Additional information required before approval can be granted | | |  | |
| Details of information required (if applicable): |  | | | |
| Additional Comments: | | | | |
|  | | | | |
| Signed: |  | Date | |  |

1. For undergraduate Medicine, this will be the Head of the Undergraduate School of Medicine [↑](#footnote-ref-1)
2. e.g. Director of UG Studies, Director of PG Studies, Programme Director [↑](#footnote-ref-2)