UNIVERSITY OF ABERDEEN

**EXTERNAL EXAMINER NOMINATION FORM**

UNDERGRADUATE AND POSTGRADUATE TAUGHT

**GUIDELINES FOR NOMINATION**

* The form should be completed by the nominating School and **not** sent to the nominee for completion.
* Nominees must be a UK or EU national or have a current visa allowing them to take up employment in the UK. Proof of this will be requested from the nominee by Academic Services before an appointment is confirmed.
* All nominees should meet the UK Higher Education Quality Code [criteria](https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/external-expertise) outlined in Part C. Schools nominating an external examiner who does not fulfil the National Criteria must make a case for the nomination in Part D.
* A brief CV should be submitted with the nomination; a link to the nominee’s webpage may also be provided.

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| **PART A**  **Appointment Details** | |
| **Nominating School:** |  |
| **Discipline:** |  |
| **Programme/Course(s) to be examined:** |  |

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| **Commencement date:** |  |

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| **Level of appointment:** | | **Length of appointment:** | |
| **Undergraduate:** |  | **Extension (maximum of 1 year)\*:** |  |
| **Postgraduate taught:** |  | **New Appointment (normally 4 years):** |  |
| **Both\*\*:** |  | **Other (1/2/3 years):** |  |
| *\* Extensions can be granted only in exceptional circumstances and a case for an extension should be made in Part D.* | | | |
| *\*\* Examining at UG and PGT is not preferred and an explanation for a nomination at both levels should be made in Part D*. | | | |

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| **PART B**  **Nominee Details** | |
| **Full name and title:** |  |
| **Job title:** |  |
| **Department/School/Faculty:** |  |
| **Institution:** |  |
| **Address (including postcode):** |  |
| **Staff e-mail address:** |  |
| **Staff web page address:** |  |

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| **Contact details if different from above:** | |
| **Address (including postcode):** |  |
| **Email address:** |  |

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| **If the nominee holds an external examiner appointment with another institution, please provide details below:** | |
| **Name of department and institution:** |  |
| **Programme examined:** |  |
| **Start and End Dates of appointment:** |  |

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| **If the nominee is to replace a current external examiner, please provide details below:** | |
| **Name of examiner being replaced:** |  |
| **Home department:** |  |
| **Home institution:** |  |

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| **PART C**  **National Criteria** | |
| **Person Specification:** | |
| The nominee possesses relevant academic or professional qualifications to at least the level of the qualification being examined and holds an appointment at least at the level of Senior Lecturer or Senior Teaching Fellow. |  |
| The nominee possesses current experience in teaching and examining in the UK higher education sector and is fluent in English (plus fluent in the language being assessed, if applicable). |  |
| The nominee possesses competence and experience in the fields covered by the programme and familiarity with the standards to be expected of students to achieve the award being assessed. |  |
| The nominee possesses awareness of current developments in the design and delivery of relevant curricula and competence and experience relating to the enhancement of the student learning experience. |  |
| The nominee possesses knowledge and understanding of current UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality, as well as meeting applicable criteria set by relevant professional, statutory or regulatory bodies. |  |
| **Conflicts of Interest:** | |
| The nominee *is not* a member of a governing body or committee of the University of Aberdeen or one of its collaborative partners, or a current employee of the University of Aberdeen or one of its collaborative partners. |  |
| The nominee *does not* have a close professional, contractual or personal relationship with a member of staff or students involved with the programme being assessed. |  |
| The nominee *is not* required to assess colleagues who are students on the programme, nor are they in a position to influence significantly the future students on the programme. |  |
| The nominee *is not* significantly involved in recent or current substantive collaborative activities with a member of staff involved in the delivery, management or assessment of the programme being assessed. |  |
| The nominee *is not* succeeding an external examiner from the same department of the same institution. |  |
| The nominee *is not* from the same department of the same institution as an existing external examiner for the University of Aberdeen.\* |  |
| The nominee *is not* from a department for whom a member of staff from the University of Aberdeen is currently appointed as an external examiner.\* |  |
| The nominee *has not* been appointed as an external examiner by the University of Aberdeen before or within the last 5 years. |  |
| The nominee *does not* currently hold more than one additional external examiner appointment. |  |
| \*'Department' means the nearest equivalent unit or entity within an institution as determined by the institution. For Aberdeen this might be ‘discipline’. Irrespective of how this is defined, two examiners from the same institution *must not* examine the same programme and/or report to the same examiners’ meeting. | |

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| **PART D**  **Case for Appointment** |
| **A case supporting the nomination must be made below under the following circumstances:**   * **The nomination is for an extension of a current external examiner’s appointment.** * **The nomination is for an external examiner who does not fulfil all of the criteria outlined in Part C.** |
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**We confirm that the nominee has been contacted and has indicated their willingness to act as external examiner.**

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| **Head of School/Division:** |  | **Date** |  |
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Electronic signatures will be accepted. Once both signatures specified above have been provided, please forward the completed form, together with a copy of the nominee’s CV, to Academic Services via [extexam@abdn.ac.uk](mailto:extexam@abdn.ac.uk).

**FURTHER APPROVAL**

**Registry Use Only**

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| **Dean of Quality Enhancement and Assurance:** |  | **Date** |  |

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| **Vice-Principal Education:** |  | **Date** |  |