GUIDELINES FOR NOMINATION

- All nominees must meet the QAA National Criteria that are 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.
- Nominees must be a UK or EU national or have a current visa allowing them to take up employment in the UK by the University. Proof of this will be requested from the nominee before an appointment can be confirmed.
- A brief CV should be submitted with the nomination; a link to the nominee’s webpage may also be provided.
- The nomination form should be completed by the Head of School (or agreed delegate) and should not be sent to the nominee for completion.

**PART A**

**Appointment Details**

| Nominating College: |  |
| Nominating School: |  |
| Discipline: |  |
| Programme/Course(s) to be examined: |  |
| Sixth Century Course to be examined: |  |

| Level of appointment: | Length of appointment: |
| Undergraduate: | ☐ New Appointment (normally 4 years): | ☐ |
| Postgraduate taught: | ☐ Other (please specify): | 1/2/3 years |
| Both*: | ☐ Extension (maximum of 1 year)*: | ☐ |
| Commencement date: |  |

*Examining at UG and PGT is not preferred and an explanation for a nomination at both levels should be made in Part D.

*Extensions can be granted only in exceptional circumstances and a case for an extension should be made in Part D.

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

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:

If the nominee is to replace a current external examiner, please provide details below:

Name of examiner being replaced:  
Home department:  
Home institution:
### 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 examination board.*

### 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.
We confirm that the nominee has been contacted and has indicated his/her willingness to act as an external examiner.

Signed:

Head of School/Graduate
School/Division: ___________________________ Date ___________________________

College Director of Teaching & Learning: ___________________________ Date ___________________________

Upon both signatures being provided, please scan the Form, together with a copy of the nominee’s CV, and e-mail to Academic Services at extexam@abdn.ac.uk.