University of Stirling logo

**Taught External Examiner Proposal Form**

This form should be completed by a faculty when proposing a new External Examiner appointment. The completed form should be signed by the Programme Director proposing the appointment and endorsed by the Dean of Faculty.

Prior to completing the form, the [guidance on the University’](https://www.stir.ac.uk/media/stirling/services/academic-registry/documents/Guidelines-for-the-Appointment-of-Taught-External-Examiners.docx)s requirements around External Examiner appointments should be consulted.

All proposals will be considered and approved by the Deputy Principal (Education). Please ensure you include as much relevant information as possible.

If you require further information, please contact [externalexaminers@stir.ac.uk](mailto:externalexaminers@stir.ac.uk).

# Programmes/Modules to be examined

|  |  |
| --- | --- |
| **External Examining Type** | Choose an item. |

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| --- | --- |
| **Faculty:** Choose an item. | **Division:** Choose an item. |

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| **Programme(s) to be examined:** |

**Module(s) to be examined along with the SCQF level:**

*External Examiners should only be involved at level 9 and above*

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| --- | --- | --- | --- | --- | --- |
| **Module code** | **Level** | **Module code** | **Level** | **Module code** | **Level** |
|  | Choose an item. |  | Choose an item. |  | Choose an item. |
|  | Choose an item. |  | Choose an item. |  | Choose an item. |
|  | Choose an item. |  | Choose an item. |  | Choose an item. |
|  | Choose an item. |  | Choose an item. |  | Choose an item. |

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| **If the proposal is for modules below level 9, please indicate why an External Examiner is required:**  *External Examiners should only be involved in modules below level 9 for professional accreditation or statutory purposes* |
| **Duration of appointment:**  Please note that the duration of External Examiner appointments is normally four years and appointments normally begin on 1st September and end on the 31st August for UG appointment and 30th November for PGT appointments.  *If the proposed duration of appointment is* ***less than four years****, please state the reason for this below:* |

|  |  |  |  |
| --- | --- | --- | --- |
| **From:** | DD/MM/YY | **To:** | DD/MM/YY |

|  |  |
| --- | --- |
| **Is the proposed appointment for an existing programme/module?** | Choose an item. |

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| If **yes**, which current External Examiner would this appointment replace? |
| If **no**, when is the new programme/module expected to be approved? |

# Proposed External Examiner Contact Details

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| --- | --- | --- | --- | --- | --- |
| **Title:** |  | **First Name:** |  | **Surname:** |  |

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| --- |
| **Employing Institution (Name, Department and Address):** |
| **Job Title:** |
| **Email address:** |

# Criteria for Appointment

## Conflict of Interest Declaration

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| --- | --- |
| Is the nominee a member of a governing body or committee of the University of Stirling or one of our collaborative partners, or a current employee of the University of Stirling or one of its collaborative partners? | Choose an item. |
| Is the nominee in a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study? | Choose an item. |
| Is the nominee required to assess colleagues who are recruited as students to the programme of study? | Choose an item. |
| Would the nominee be anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study? | Choose an item. |
| 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 modules in question? | Choose an item. |
| Is the nominee a former member of staff or student of the University of Stirling, if so have at least 5 years elapsed and have all the students taught by or with the External Examiner completed their programme of study? | Choose an item. |
| Is the nominee from a department where a Stirling member of staff is also serving as an External Examiner? | Choose an item. |
| Would the appointment result in the succession of an External Examiner by a colleague from the examiner’s home department and institution? | Choose an item. |
| Would the appointment result in more than one External Examiner from the same department of the same institution being appointed? | Choose an item. |

**Important Note:** If the answer is yes to any of the above then please provide an explanation below as to why an exception should be made to the nomination of this External Examiner.

Any concerns regarding a potential conflict of interest should also be provided along with information on arrangements to address this.

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## 3.2 Experience

Please provide details (including dates, department and institution) of any current, previous or pending External Examiner appointments held by the proposed External Examiner:

**Current External Examiners Appointment(s)**

|  |  |  |
| --- | --- | --- |
| Institution | Appointment Duration | Experience (programmes, numbers of students) |
|  |  |  |
|  |  |  |

**Previous External Examiner Appointment(s)**

|  |  |  |
| --- | --- | --- |
| Institution | Appointment Duration | Experience (programmes, numbers of students) |
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## 3.3 Supporting Information

Please attach a copy of the proposed External Examiner's CV to this form.

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| **Does the nominee hold a PhD?** | Choose an item. |

If no, please provide details below on the individual’s experience and qualifications and how these are appropriate to the level of the qualification being externally examined. Where the individual has extensive practitioner experience this should also be detailed.

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Provide evidence on how the nominee meets the person specification as detailed in the [guidelines on the University’s requirement](https://www.stir.ac.uk/media/stirling/services/academic-registry/documents/Guidelines-for-the-Appointment-of-Taught-External-Examiners.docx)s around External Examiner appointments.

Details of competence and experience in the fields covered by the programme of study/module(s) should be provided. (Please continue onto a separate page if necessary).

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# Proof of Right to Work

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| The University is legally required by the UK government to check permission to work in the UK for staff paid on a fees basis.  Following acceptance, HR will conduct an online ID check. Once this has been completed, the examiner will be sent their login details.  **No work can be undertaken until this check has been completed.** |

# Faculty Signatures

**Programme Director**

Please sign below to confirm that to the best of your knowledge the above information is accurate.

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| --- | --- |
| Signed: | Date: |

**Dean of Faculty**

Please sign below to confirm that to the best of your knowledge the above information is accurate.

|  |  |
| --- | --- |
| Signed: | Date: |

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| **Faculty administrator contact:** |

***Please return the completed form to the Academic Quality and Governance Team:*** [externalexaminers@stir.ac.uk](mailto:externalexaminers@stir.ac.uk)

# Institutional Approval

**Academic Quality and Governance Team Check**

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| Comments:  Name:  Date: |

**Deputy Principal (Education) Approval**

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| Comments:    **The nomination is approved/not approved\*** (\*delete as appropriate)  Signature:  Date: |