**External Examiner Nomination Form**

Before completing this form, please review the University’s [*Handbook on External Examining*,](https://www.hope.ac.uk/aboutus/governance/academicquality/expectationsforstandards/) which details the process and criteria for the appointment of External Examiners.

In addition to this form please append the nominee’s full academic curriculum vitae, detailing their employment history, roles and responsibilities and levels of research and scholarly activity. You may use extracts from the CV, when completing this form, but please do not submit a CV in place of the form.

You are reminded that External Examiners are appointed normally for a period of **four years** only. An External Examiner who has previously acted as a taught course External Examiner for the University may be re-appointed in exceptional circumstances but only after a period of five years has lapsed since their last appointment.

**Part One: Proposed External Examiner**

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| Full name of proposed External Examiner: |  | |
| Title of proposed External Examiner  (Professor of …..): |  | |
| School/Department in which External Examiner will serve: |  | |
| Course(s)/Majors on which the External Examiner will serve: |  | |
| Current institutional affiliation of External Examiner and full address: |  | |
| Appointment to commence from: | Month | Year |
| Email address: |  | |
| Proposed External Examiner’s academic and/or professional qualifications: |  | |
| Professional registration no (if applicable): |  | |
| Are there any potential conflicts of interests associated with this appointment?  Please see the University’s handbook for further information. |  | |
| Does the proposed External Examiner currently hold, or has the proposed External Examiner previously held, an honorary contract with the University? |  | |
| If applicable, name of existing External Examiner that will be replaced and their affiliation: |  | |

**Eligibility to work in the United Kingdom**

As you will probably be aware, the Home Office requires that all those undertaking work in the UK have the legal right to do so and as such Liverpool Hope University has a legal obligation to ensure that all nominees are eligible to fulfill the role of external examiner. To do this, proposed External Examiners are asked to submit a copy of their UK/EEA passport (please scan or photocopy the page containing the photograph, and the front cover of the passport), or a passport with a valid visa entry, or other relevant documentation that demonstrates their eligibility to work in the UK. External Examiners will be asked to bring originals for verification when they come to the University.

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| Copy of UK/EEA passport, or passport with a valid visa entry, or other relevant documentation is attached (see Eligibility to work in the United Kingdom below). |  |

**Part Two: Experience of Proposed External Examiner**

Please complete the following section **as fully as possible**. This information allows the proposed external examiner’s eligibility and suitability to examine at the University to be considered.

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| **2.1** | **Proposed External Examiner’s Currency of Knowledge**  **Please comment on the proposed External Examiner’s currency in their field and in assessment practice.** Please specify:   * At what level(s) the proposed External Examiner’s teaching experience was gained, e.g. Undergraduate/ Postgraduate; * At which institution(s) this experience was gained; * How many years’ experience has been gained; * When this experience was gained. |
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| **2.2** | **The University’s Guidelines on the Nomination and Appointment of Taught Course External Examiners state that an External Examiner should:**   1. **Protect Standards and Ensure Comparability and Consistency – challenging the institution on achievement of threshold standards and ensuring comparability with other institutions.** 2. **Act as an expert in providing independent critical review, performing the role with integrity and supporting enhancement – this relies upon timely submission of comments and reports and declaring any conflicts of interest. A focus on enhancement of provision is key.** 3. **Ensure fairness and transparency in assessment – advising on assessment process and application of regulations.** 4. **Maintain the currency of their knowledge – using their research/scholarship or industry experience to remain relevant to the discipline including remaining currency in assessment practices. Engagement with relevant data on student achievement is important.** 5. **Support inclusivity and equity in teaching, learning and assessment – advising on whether the provision reflects the diversity of the student body and supports inclusion. This includes advising on enhancement measures to close achievement gaps.**   In addition, the proposed External Examiner must:   1. Be fluent in English, and where courses are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that External Examiners are provided with the information to make their judgments) 2. Meet applicable criteria set by professional, statutory or regulatory bodies   Please confirm (by ticking the box to the right) that to the best of your knowledge, the proposed Examiner meets these criteria. | Please tick below |
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| **2.3** | **Prior Experience as an External Examiner** |
|  | **In line with the 2022 sector wide guidance Liverpool Hope requires External Examiners to be ‘sufficiently knowledgeable about national reference points such as the threshold standards expressed within the** [**Frameworks for HE Qualifications of UK Degree-Awarding Bodies**](https://www.qaa.ac.uk/quality-code/qualifications-frameworks)**, and, where appropriate, the relevant** [**Subject Benchmark Statements**](https://www.qaa.ac.uk/quality-code/subject-benchmark-statements)**. Examiners are encouraged to undertake the** [**Advance HE training for External Examiners**](https://www.advance-he.ac.uk/degree-standards-project/professional-development-course-external-examiners)**.**  Please give details of any previous or current experience as an External Examiner.  Please specify the level(s) at which external examining experience has been gained, eg. Undergraduate/ Master’s/ Research, the number of years’ experience gained and at which institution(s) this experience was gained.  *Please note that External Examiners appointed by the University should not normally hold more than* ***2*** *taught course External Examiner appointments at any one time.* |
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**Part Three: Further Information**

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| **3** | **Please supply any further information you consider relevant to the proposed External Examiner’s suitability for appointment.**  Eg. current or previous relevant administrative post(s) held, evidence of training in teaching/ educational development, research interests.  **The University appoints only the right examiners, ensuring that conflicts of interest are avoided. In line with recent guidance from UK Standing Committee for Quality Assurance (2022 ‘External Examining Principles’. Examiners must be able to ‘comment impartially and informatively on academic standards, student achievement and assessment processes.**  If potential conflicts of interests associated with this appointment have been indicated in Part One please also provide details of these here.  If the proposed External Examiner currently holds, or has previously held, an honorary contract with the University, please provide details of this here. |
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| ***Approval*** | | |
| Completed forms should be sent to the relevant University Executive Manager who will liaise with the Head of School/Department to ensure School Academic Committee endorsement prior to applications being sent to Academic Committee for consideration. | | |
| **Head of School/Department**  (Electronic submission of this form will indicate that the Head of School/Department supports this nomination). |  | Date |
|  | | |
| **Endorsed by (signed) by School Academic Committee (Chair)** |  | Date |
| **Academic Committee Minute Reference** |  | |

**Please return completed forms to:**

Mr. Chris Leyland (Education & Social Sciences)

Mrs. Sarah Meir (Law, Business School & Humanities)

Ms. Natalie Dermott (Creative & Performing Arts)

Ms. Jane Blackmore (Psychology, Geography & Environmental Science, Health Science and Mathematics, Computer Science & Engineering)

If you have any questions about the form/nominations, please contact the relevant University Executive Manager for your School/Department in the first instance.