**External Examiner Nomination**

This form should be completed by the school/teaching unit and submitted to the [Quality Assurance Team](mailto:qat@leeds.ac.uk). Please note that a detailed curriculum vitae should be submitted along with the completed nomination form. Guidance is provided in the External Examiner Handbook available on the [External Examiners website page](https://ses.leeds.ac.uk/externalexaminers).

| **Details** | |
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| School/Teaching Unit |  |
| School/Teaching Unit Contact |  |
| External Examiner Nominee |  |
| Institution of Nominee |  |
| Position of Nominee |  |
| Email Address of Nominee |  |
| Phone Number of Nominee |  |
| Citizenship of Nominee  Please indicate whether the nominee is a British/Irish citizen. This information is only required for nominees for undergraduate provision and is only required to progress the right to work verification following acceptance of the appointment. Please note that the process for right to work verification is different for British/Irish citizens and non-British/Irish citizens. |  |
| Academic Years of Appointment | 20XX/XX to 20XX/XX |

| **Remit**  Please list all the programmes/modules for which the nominee would have oversight including variants as applicable. Please indicate if the programmes/modules contribute to an MSc programme that forms part of an integrated PhD or if the programmes/modules relate to a higher and degree apprenticeship programmes. |
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| **Rationale**  Please outline the reasons for the nomination. |
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| **Experience** | |
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| Please summarise the nominee’s previous/current experience as an external examiner. | |
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| If appropriate, please provide the name of an appointed external examiner that has agreed to act as a mentor to the nominee. | |
| External Examiner Mentor[[1]](#footnote-2) |  |

| **Accreditation**  If the programmes are accredited by a Professional, Statutory or Regulatory Body (PSRB), please confirm that the nominee meets the requirements specified by the PSRB for appointing external examiners, if appropriate, and that there are arrangements in place to verify that the criteria continue to be met throughout the appointment period. Please provide information about the criteria. |
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| **Current External Examiner**  If appropriate, please provide the name and institution of the current external examiner for the programmes/modules. Please indicate whether the current external examiner is being replaced and if so, whether the current external examiner will complete the entirety of the appointment period. | |
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| Current External Examiner |  |
| Institution of Current External Examiner |  |

| **Further Information**  Please provide any further information that would be useful to the Pro Dean in determining whether the nomination should be approved. |
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| **Statement from Head of School**  I can confirm that to the best of my knowledge there are no reciprocal arrangements or conflicts of interest relating to this nomination and that the workload of the proposed remit is appropriate[[2]](#footnote-3). | |
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| Head of School (Printed Name) |  |
| Head of School (Signature) |  |
| Date |  |

1. If the nominee has no previous experience of external examining, the school/teaching unit must provide the name of a current external examiner who has agreed to act as a mentor. [↑](#footnote-ref-2)
2. External examiners should not normally expect to be asked to take sole responsibility for (a) programme(s) with more than 150 full-time equivalent (FTE) final year students. [↑](#footnote-ref-3)