

## **Appointment of External Examiners**

University policy concerning External Examiners is contained in the University's Senate Regulation 19.4 which states that for each programme there shall be an External Examiner who shall take an overview of the Programme. There may be additional External Examiners appointed to cover particular academic areas within a programme as determined by the appropriate Board of Studies.

External Examiners are appointed for an initial period not exceeding three years and may serve for no more than five consecutive years. For further appointment criteria and guidance please see end of appointment form.

Appointments are made by Senate following nomination by the relevant Boards of Studies or (for validated provision) Course Boards. Senate has delegated this function to Academic Practice, Programmes and Standards Committee (APPSC).

External Examiners are drawn from such institutions, industry and professions as befit the particular programme content in order to provide for appropriate scrutiny.

Academic Development Unit maintain a central database of External Examiners

### **Summary of Responsibilities**

Academic Development Unit

- Identifies where appointments/reappointments are required.
- Writes to External Examiners to confirm appointment.
- Retains a log of all External Examiners within the University.
- Provides induction as required.

Programme Director

- Identifies potential External Examiners and make recommendations to the Board of Studies.
- Provides programme and school information to the External Examiner.
- Arranges an orientation visit for new External Examiner.

Boards of Studies

- Should ensure the timely nomination of externals for both new and continuing programmes. Nominations should be made before the end of one session for appointments (and reappointments) commencing the following session and arrange for a hand over from the outgoing external examiner to the incoming examiner.
- Identifies the number and roles of External Examiners required for effective scrutiny of the assessment and award of processes for programmes within their remit.
- Approves recommendations for the appointment, fees and cost centre codes for External Examiners.

Academic lead for External Examining

Approves External Examiner Appointments on behalf of University's Academic Practice, Programmes and Standards Committee.