

Resignation, interruptions and premature termination of appointment of External Examiners on taught programmes

Appointments can be terminated prematurely by either side.

Termination by the External Examiner.

Where an External Examiner wishes to interrupt for a defined period of time, interim arrangements with the same examiner, or alternative temporary appointments, may be established.

Termination by the University.

Where the termination is instigated by the University a recommendation will be proposed by the Boards of Studies and approved by APPSC (which has delegated powers from Senate in this matter). The University can terminate the appointment on any of the following grounds:

1. Discontinuation of the provision for which the External Examiner was appointed.
2. Irretrievable breakdown in the relationship between the External Examiner and the School or Validated Institution.
3. Persistent unavailability/inability to perform duties (eg non-submission of reports within a reasonable timescale and/or failure to attend an Assessment Board without good reason).
4. New conflict of interest following a change of role of the Examiner.
5. Other grounds, as applicable, put forward by the Board of Studies.

Summary of Responsibilities

Academic Development Unit

- Identifies where termination of external examiner contract may be necessary and informs Board of Studies.
- Receives the notification from the Board of Studies for Academic Lead sign off.
- Writes to External Examiners to confirm termination of contract.
- Retains a log of all External Examiners within the University.

Programme Director

- Identifies potential need for the termination of the External Examiner contract and make recommendations to the Board of Studies.

Boards of Studies

- Approves recommendations for the termination of contract for External Examiners.

Academic lead for External Examining

- Approves the termination of the External Examiner Appointment on behalf of Academic Practice, Programmes and Standards Committee.