Introduction

City, University of London is committed to equality of opportunity in its recruitment, selection and employment practices and must verify that those who work for them are eligible to work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006. As a Tier 4 Sponsor City is also required to comply with the Sponsor Guidance published by the UK Visa & Immigration Office (UKVI) which states that, as employers, Tier 4 Sponsors must ensure that employees are entitled to work for them to avoid potential legal action or penalties imposed by the UKVI.

Employers must therefore check relevant documents to establish a person’s right to work in the UK before recruiting a new member of staff. For Universities, this also includes the External Examiners appointed. The UKVI state that identity checking of External Examiners is a requirement of an institution’s Highly Trusted Sponsor status and failure to do so could breach the University’s license.

Procedure

1. The External Examiners Appointment/Reappointment Form (EE1) and Payment Forms incorporate guidance and sections to include details relating to the individual’s right to work in the UK.

2. When candidates for appointments/reappointments for City, University of London and Validated Institutions/Partners are nominated by the Boards of Studies/Course Boards, the individual should be informed that evidence of their right to work in the UK will need to be submitted and verified as part of the standard appointment process. (A standard explanatory information note is provided at Appendix 1).

3. Schools/Validated Institutions/Partners are asked to designate a named individual as the key contact for checking the ID documentation of proposed External Examiners. Training and support is available from HR to ensure that these individuals, and any others they delegate responsibility to for checking documentation, are fully briefed. HR publish UKVI guidance on checking ID on the intranet and the Human Resources Team are available to answer queries by telephone/email should checkers require tailored guidance.

4. The proof of ID documents must be verified during the appointment process to ensure the necessary checks are undertaken before the first day the External Examiner works. The individual can provide a scanned copy of the required documentation for submission with the EE1 Form for the designated School/institution contact to verify, but the original documents should be seen during the first visit. A Right to Work in the UK Verification Coversheet for each set of copies should be completed and the copies signed (with the name of the signatory printed underneath) and dated.

5. The contact responsible for the ID checks should send the Coversheet and verified copy documents to the Student and Academic Services External Examiners Administration at exexadmin@city.ac.uk.

6. The appointment letter issued from Student and Academic Services to new External Examiners confirms the legal requirement regarding the provision and verification of the proof of ID before City can make payment to them.

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2. [https://www.city.ac.uk/_media/intranet-site/documents/hr/Eligibility-to-work-in-UK-and-the-Points.pdf](https://www.city.ac.uk/_media/intranet-site/documents/hr/Eligibility-to-work-in-UK-and-the-Points.pdf)
7. The External Examiners Administrator will provide copies of the proof of ID documentation to Payroll with the payment form as evidence of the right to work. Payroll will be unable to release payment to the External Examiner until they receive this information. Once Payroll have the required information, External Examiner expenses can be paid to them, and the fee payment can be made to them after completion of their duties and submission of the annual report at the end of the academic year.

8. The Human Resources Department and Student and Academic Services will hold a record of ID verification status of External Examiners.

February 2017

Appendix 1

Standard text for pre-appointment/re-appointment communications

City, University of London is committed to equality of opportunity in its recruitment, selection and employment practices and must verify that those who work for them are eligible to work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006 and as required by the UKVI. Institutions who fail to do so risk substantial financial penalties and removal of their UKVI registered sponsor status.

We must therefore obtain proof of your eligibility to work in the UK before the commencement of your role and no later than the first day of employment. Your appointment as an External Examiner for City, University of London is therefore subject to receiving evidence of your right to work in the UK during the appointment process, and we must request that you provide this evidence for our records and to ensure future compliance with the legal requirements.