External Examiner Appointment Form

External examiners should be appointed in accordance with the guidance provided in the UniversityPolicy and Code of Practice on External Examining of Taught Programmes including the Conduct of Examination Boards: [www.dundee.ac.uk/governance/policies/external-examining](https://www.dundee.ac.uk/qf/quality-and-academic-standards/assessment/external-examining/)

Where there is any doubt about the suitability of a prospective external examiner, there should be consultation with the Quality and Academic Standards team ([qualityandacademicstandards@dundee.ac.uk](mailto:qualityandacademicstandards@dundee.ac.uk))

This form, including the checklist in Section 2, should be completed and signed by the Programme Leader before passing to the relevant Dean along with the nominee’s C.V. for approval. Once approved at School level, the School office should ensure that the external examiner’s contact details are added to the Administration Details section of the Appointment form before forwarding to the QAS Office.

#### Section 1: Proposed External Examiner details

|  |  |
| --- | --- |
| **School (and Division if applicable):** |  |
| **Proposed external examiner’s name and title:** |  |
| **Proposed external examiner’s organisation, address, DoB, mobile number and email address:** |  |
| **Proposed external examiner’s position within their organisation:** |  |
| **Programme or modules to be examined:**  **Level(s) of programme/module examined (eg, undergraduate/postgraduate or both):** |  |
| **Appointment start date:** |  |
| **Appointment end date:** |  |
| **First external examiner report expected:** |  |
| **Fee to be paid:**  **Attendance fee to be paid (if applicable):** |  |
| **Name of examiner replacing:** |  |

#### Section 2: External Examiner Appointment Checklist

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | N/A |
| 1. Does the nominee satisfy the criteria for eligibility set out in section 7 of the [*University Policy and Code of Practice on External Examining of Taught Programmes*](https://www.dundee.ac.uk/corporate-information/policy-and-code-of-practice-on-external-examining),including the [Conduct of Examination Boards](https://www.dundee.ac.uk/corporate-information/guidance-conduct-boards-examiners)? |  |  |  |
| 2. If the nominee is a former member of staff or graduate of the University, has a period of 5 years elapsed since the date of demitting office or graduating? |  |  |  |
| 3. If the nominee has previously acted as external examiner for the University for a continuous period of 3 or more years, has a period of 5 years elapsed since their last appointment? |  |  |  |
| 4. Does the nominee currently hold a post as external examiner at the University? |  |  |  |
| 5. Is the nominee from a department of another institution in which a member of staff of the Dundee School is serving as an external examiner? |  |  |  |
| 6. Is the nominee succeeding a colleague from his/her home department and institution? |  |  |  |
| 7. Does the nominee come from the same department of the same institution as any other proposed or existing external examiners? |  |  |  |
| 8. Does the nominee currently hold more than one other external examiner role for taught programmes? |  |  |  |
| 9. Does the nominee have any direct interests or ties to the University as described in section 2.10 of the [*University Policy and Code of Practice on External Examining of Taught Programmes*](https://www.dundee.ac.uk/corporate-information/policy-and-code-of-practice-on-external-examining),including the [Conduct of Examination Boards](https://www.dundee.ac.uk/corporate-information/guidance-conduct-boards-examiners) |  |  |  |

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| If any of the checks do not meet the criteria above, a case should be made by the School to the Director of QASthe as to why an exception is being requested.  Summary of statement:  Agreed by  Director QAS: Date:  Comments: |

**Programme Leader** (please print name):

Signature Date:

**Dean of School OR Associate Dean of Quality and Academic Standards** (please print name):

Signature Date:

**Confirmation of appointment by the Quality and Academic Standards Committee**

Director of QAS or nominee   
on behalf of QAS Committee Date: