**St George's, University of London**

**External Examiner Nomination Form**

This form is to be completed by the course director/module lead/year lead, who is proposing the appointment, and submitted to the appropriate course or assessment committee for approval.

External Examiners (EE) are expected to demonstrate the appropriate knowledge, understanding, competence, experience, qualifications, standing and credibility to undertake the role (the criteria for appointment are further defined in the SGUL Quality Manual, Section I, Quality Management of Assessment).

Section I of the SGUL Quality Manual outlines various conflicts of interest that would preclude an appointment. Please indicate ‘Yes’ or ‘No’ for each conflict:

|  |  |  |
| --- | --- | --- |
| **Is the proposed EE:** | **Yes** | **No** |
| 1. A member of a governing body or committee of SGUL or one of its collaborative partners, or a current employee of SGUL or one of its collaborative partners;
 |  |  |
| 1. Involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question?
 |  |  |
| 1. A former member of staff or student of SGUL where a period of five years has not elapsed?
 |  |  |
| 1. Succeeding an outgoing external examiner from the same department in the same institution?
 |  |  |
| 1. From the same department of the same institution as an EE who is already serving?
 |  |  |

If you have answered YES to any of these questions you will need to seek further clarification from the Registry before proceeding with the nomination.

**Section 1: Programme details**

|  |  |
| --- | --- |
| **Programme of Study (all levels if applicable)** |  |
| **Module/Year/Domain/Pathway (if applicable)** |  |
| **Academic Year of Commencement** |  |

**Section 2: Nominee details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** |  | **Surname** |  | **Forename** |  |
| **Current position** |  |
| **Institution** |  |
| **Department** |  |
| **Email address** |  |

*Please ensure you attach a copy of the proposed EE’s CV*

|  |
| --- |
| **Summary of Qualifications:** |

**Section 3: Supporting statement from proposer**

*Approximately 100 words*

|  |
| --- |
| (e.g. knowledge and understanding of UK HE sector, experience in examining and academic/clinical expertise in the fields covered by the programme/module) |

**Section 4: Proposer details**

|  |  |
| --- | --- |
| Name of Proposer |  |
| Signature of Proposer |  |
| Date |  |

**Section 5: Consideration and approval**

*For completion by the approving academic member of staff/committee*

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Is there an appropriate balance of expertise in the team of external examiners? |  |  |
| Has the nominee the appropriate standing, expertise and experience to assess comparability of standards? |  |  |
| Is there a rationale for consideration of the nomination (where the nomination does not meet one or more of the appointment criteria)? (e.g. more than two concurrent EE appointments, retired, 5 years not elapsed) |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Nomination supported |  |  |

|  |  |
| --- | --- |
| Name of Approver/Committee |  |
| Signature of Approver |  |
| Date |  |

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*Next steps (if supported):*

**Institute of Medical and Biomedical Education and Centre for Allied Health Programmes:**

Send completed form and short CV to externalexaminers@sgul.ac.uk together with an Appointment Details Form (Form 2) completed by the proposed EE. Nomination Form needs to be signed off at the programme committee (Section 5). The nomination will then be presented to UPC for scrutiny and to Senate for formal approval.

**Postgraduate Programmes:**

Send completed form and short CV to Michaela Binstead-Light (mbinst@sgul.ac.uk) together with an Appointment Details Form (Form 2) completed by the proposed EE. The nomination will then be presented to TPCC for scrutiny and to Senate for formal approval.