**Last Updated: July 2021**

# External Examiner Statement of Eligibility

[*To be completed by the nominee for the role*]

The purpose of the form is to draw to your attention the University's criteria for eligibility for appointment as External Examiner and, by so doing, for you and the University to ensure your eligibility is in conformity with the University's Regulations.

*This form will in due course accompany a Nomination Form, submitted for approval by the School/Faculty concerned to the Vice-Provost. To assist with the approval procedure,* ***please also attach a brief CV****.*

***Criteria for Appointment as External Examiner***

The following statements apply to all programmes of study leading to awards of the University.

No person shall be eligible to hold an appointment as External Examiner if:

1. they are an employee or a member of a governing body or committee of the University or one of its collaborative partners or have held such an appointment within five years prior to the date of commencement of the proposed appointment as External Examiner;
2. they have a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study;
3. they are required to assess colleagues who are recruited as students to the programme of study;
4. they are, or know they will be, in a position to influence significantly the future of students on the programme of study;
5. they are significantly 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;
6. they are former member of staff or student of the institution unless a period of five years has elapsed and all students taught by or with the External Examiner have completed their programme(s);
7. they have previously served as External Examiner for the same programme at any time within the previous five years;
8. they already hold two or more concurrent appointments as External Examiner.

## Declaration

I have read the criteria for the appointment of External Examiner and, to the best of my knowledge and belief, confirm that I am eligible for such appointment.

Name (CAPITAL LETTERS): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

*Please note that, prior to the offer of work, the University is required to obtain evidence of your right to work in the UK in accordance with the current Home Office regulations (further information on this will be provided).*