

## 26-27 External Examiner Nomination Form

### Part A – School Nomination

Please refer to the Standard Operating Procedures > External Examiner Appointment before completing this form:  
<https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ExaminationsandAssessment/TaughtExternalExaminers/>

For any queries, please contact [externalexaminers@qub.ac.uk](mailto:externalexaminers@qub.ac.uk).

Exceptions to the nomination criteria will not normally be considered. Please contact [externalexaminers@qub.ac.uk](mailto:externalexaminers@qub.ac.uk) if clarification is required.

You can access a PDF version of this form before completing the form online here:  
<https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/Filestore/Fileupload,1877557,en.pdf>

**Please note that the University is required to check the right of external examiners to work in the UK. To comply with UK Visa and Immigration (UKVI) requirements, taught external examiners must be asked to provide documentary evidence of their right to work in the UK.**

required

#### School, Module and Programme Details

##### 1. Faculty \*

- AHSS
- EPS
- MHLS
- Queen's Business School

## 2. Nominating School \*

- Arts, English and Languages
- History, Anthropology, Philosophy and Politics
- Law
- Social Sciences, Education and Social Work
- Chemistry and Chemical Engineering
- Electronics, Electrical Engineering and Computer Science
- Mathematics and Physics
- Mechanical and Aerospace Engineering
- Natural and Built Environment
- Psychology
- Biological Sciences
- Medicine, Dentistry and Biomedical Sciences
- Nursing and Midwifery
- Pharmacy
- Institute of Professional Legal Studies
- Institute of Theology
- INTO Queen's
- St Mary's University College
- Stranmillis University College
- Other

## 3. Chair of Subject Board of Examiners \*

- Head of School
- Director of Education
- Director of PGT
- Other

## 4. Term of appointment \*

- AY 26-27 to AY 29-30 (standard appointment)
- Emergency appointment
- Extension Request

## 5. Rationale for the extension \*

## 6. Does the Head of School (or nominee) endorse this extension request \*

- Yes
- No

7. Please provide the **email address** of the most appropriate contact **within the School** for correspondence on this extension.

This information will be used to auto-generate an email to the appropriate contact when Part B of the nomination form is submitted by the external examiner. Please ensure that **ONLY** an email address is entered in this field. \*

## 8. Please insert a supporting statement from the Head of School for the emergency appointment below \*

## 9. Subject Level \*

Please select all applicable answers:

- Undergraduate
- Postgraduate Taught
- Professional Doctorate

## 10. Subject to be moderated \*

Please state the subject e.g. History.

If more than one external examiner is appointed to a broad subject field, please state the sub-field relevant to this appointment e.g. History (Medieval).

A list of modules is not required.

## 11. Programme(s) to be moderated \*

Please include all relevant variants of the programme e.g. BEng/MEng, MA/PGDip/PGCert. Please refer to <https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ProgrammeSpecifications> for current programme specifications.

## 12. Is this nomination to replace a current External Examiner \*

Yes

No

## 13. Please provide details of the External Examiner being replaced \*

## 14. As this nomination will create a new External Examiner position (i.e. it is not replacing a current examiner), please provide a rationale for the appointment \*

15. Please provide the **email address** of the most appropriate contact **within the School** for correspondence on this nomination. \*

This information will be used to auto-generate an email to the appropriate contact when Part B of the nomination form is submitted by the external examiner. Please ensure that **ONLY** an email address is entered in this field.

## Nominee Details

16. Title \*

17. Forename \*

18. Surname \*

19. Position/Job Title \*

Nominees should hold an academic appointment of Senior Lecturer (Associate Professor), Reader (Associate Professor), or Professor.

Nominations from industry or the professions may be appropriate in some disciplines. In such instances, an industrial/professional external examiner must always be appointed alongside an academic external examiner, and the School must take care to ensure that the distinction between academic and professional standards is understood by each external examiner.

- Academic - Senior Lecturer
- Academic - Senior Associate Professor
- Academic - Reader
- Academic - Associate Professor
- Academic - Professor
- Professional - please provide job title in the 'other' section below
- Other

20. Where the nominee does not hold an academic appointment of Senior Lecturer/ is not an industry professional, a supporting statement from the Head of School is required. \*

21. Department \*

## 22. Institution/Organisation \*

## 23. Email \*

**This data will be used to match Part A with Part B (Nominee Declaration). Please ensure that the correct email address is entered without any spaces.**

## 24. Online profile (web address) \*

For academic staff, please provide a current institutional profile

## 25. Supporting documentation

Please attach here:

1. The nominee's CV

 Upload file

File number limit: 3 Single file size limit: 100MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

## 26. Does the nominee have previous experience as an external examiner? \*

Yes

No

## 27. Please nominate a mentor \*

A mentor is required for first-time external examiners. If the nominee is not a first time examiner, please enter N/A below.

A mentor should:

- (i) be a current member of Queen's staff
- (ii) have experience as an external examiner at another institution
- (iii) not be teaching or examining on the modules and/or programme under consideration
- (iv) not currently hold a senior position related to the management of academic standards for the provision under consideration (e.g. Subject Lead, Programme Coordinator, Director of Education)

Please provide the details of the mentor below, to include:

- (i) Name
- (ii) Current job title
- (iii) External examining experience

28. In presenting this nomination for approval, the School confirms that the nominee can evidence the following: \*

- Knowledge and understanding of UK sector-agreed standards for the award(s) being assessed.
- Competence and experience in the fields covered by the programme of study such that the respect of academic and/ or professional peers can be commanded. It is expected that nominees are of at least Senior Lecturer level, or equivalent.
- Relevant academic qualifications to at least the level of the qualification being externally examined and/or practitioner experience.
- Competence and experience in designing and implementing a variety of assessment tasks.
- Meet any applicable criteria set by professional, statutory or regulatory bodies.

The nominee meets the Person Specification

## Declaration of Conflicts of Interest

Please note the following QAA guidance on Conflicts of Interest and Reciprocal Arrangements:

**Conflicts of interest:** Conflicts may arise during engagement or tenure, where providers reasonably believe the interests of one party affect the motivations or impartiality of another. This might include close personal or professional relationships with staff, students, or previous experts involved in their area of responsibility, an excessive influence due to their standing in other roles, or because their inclusion in a team of experts creates an unbalanced view. A conflict of interest might build up over time because of an excessive engagement period or re-engagement by the same provider.

**Reciprocal arrangements:** These may arise during the engagement or tenure of an external expert, if a reasonable person would interpret one service in exchange for another. For example, if one provider engages an expert from another provider and then provides an expert to the same or closely-related provision in return.

(Source: UK Quality Code for Higher Education: Advice and Guidance - External Expertise, November 2018)

**\*If a Conflict of Interest is identified, please contact Academic Affairs via [externalexaminers@qub.ac.uk](mailto:externalexaminers@qub.ac.uk) to discuss the nomination.**

29. In presenting this nomination for approval, the School confirms that:

***\*Schools must use their judgement when ascertaining whether a conflict of interest exists. Therefore, this is a non-exhaustive list and other factors may be considered where appropriate.\****

- The nominee does not have a current or previous close personal, family or legal relationship with a student being assessed
- The nominee will not have excessive influence due to their standing in other roles, particularly when linked to the University, or because their inclusion in a team of external experts that has had oversight of QA processes in the nominating discipline creates an unbalanced view.
- The nominee has not been significantly involved in recent or current substantive collaborative activities with a member of staff closely involved in the delivery, management, or assessment of the programme(s) in question. Significant involvement in this context refers to those directly involved with a close knowledge of one another's work.
- The nominee has not been excessively engaged with the University or have been repeatedly re-engaged.
- The nominee is not former staff or a 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).
- The nominee is not employed by a provider that are already currently providing an external examiner to the same programme grouping at Queen's. For example, a nominee from institution A to be assigned to Film and Theatre Making would not be appropriate if an external examiner from institution A is already appointed in the area of Film Studies and Production.
- The nominee is not employed by an institution that has a currently appointed external examiner in the same programme grouping from Queen's University Belfast.
- The nomination has been endorsed by the Head of School

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