

**Nomination for approval of a new academic External Examiner**

***This nomination form should be used to nominate an academic External Examiner, only. Nominations for External Examiners from industry must be made via a Nomination for Approval of a New Industrial External Examiner.***

***Please note, this nomination must be completed by an appropriate representative of LJMU and must not be completed by the nominee themselves.***

***This nomination must be accompanied by the nominee’s Curriculum Vitae (CV), evidence of the nominee’s eligibility to work in the UK (for example, a scan of the photo page of the nominee’s passport), and, if applicable, evidence that the nominee holds the necessary professional registration. Any nominations submitted without this information will not be considered by the External Examiner Panel.***

***All approved External Examiners will receive the standard annual fee (subject to the parameters set out within the*** [***Regulations Governing External Examiners’ Fees and Expenses***](https://www.ljmu.ac.uk/-/media/staff-intranet/academic-registry/files/external-examining/links/2324-updated-links-and-templates/ee-link-6--regulations-governing-external-examiner-expenses-202324.pdf)***). Additional annual renumeration will be agreed by the External Examiner Panel in accordance with the*** [***Regulations Governing External Examiners’ Fees and Expenses***](https://www.ljmu.ac.uk/-/media/staff-intranet/academic-registry/files/external-examining/links/2324-updated-links-and-templates/ee-link-6--regulations-governing-external-examiner-expenses-202324.pdf)***. Should a programme team wish to propose that an External Examiner receives additional annual renumeration, outwith the parameters set out within the*** [***Regulations Governing External Examiners’ Fees and Expenses***](https://www.ljmu.ac.uk/-/media/staff-intranet/academic-registry/files/external-examining/links/2324-updated-links-and-templates/ee-link-6--regulations-governing-external-examiner-expenses-202324.pdf)***, the request and associated rationale should be articulated in Section 4 of the nomination.***

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| **Section 1: Nomination Details** |

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| * 1. **Name of Nominee**
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| **Title** | **Forename(s)** | **Surname** |
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| * 1. **Nominee’s current employment**
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| **Current post** |  |
| **Work address (including postcode)** |  |
| **Work phone number** |  |
| **Work email address** |  |

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| * 1. **Please confirm the proposed period of engagement for the nominee?**

***Prior to completing this section, please consult the*** [***Guidance for External Examining***](https://www.ljmu.ac.uk/about-us/public-information/academic-quality-and-regulations/academic-quality) ***(page 7) with regard to the university’s parameters governing External Examiners’ periods of engagement.*** |
| **Start Date** | **End Date** |
| **DD** | **MM** | **YYYY** | **DD** | **MM** | **YYYY** |
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| * 1. **Is the nominee intended to replace an outgoing External Examiner?**
 |
| **Yes** | **No** |
|[ ] [ ]
| **If “Yes”, please provide the details of the External Examiner being replaced by the nominee** |
| **Name** | **Current Place of Work** |
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| **If “No”, please confirm if the nomination is being made to:** |
| **Increase the number of External Examiners engaged to oversee the provision identified in Section 1.5** | **Engage an External Examiner to oversee a new programme(s)** | **Other** |
|[ ] [ ] [ ]
| **If “Other” please briefly and succinctly explain below.**  |
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| * 1. **Please confirm the award(s) of LJMU for which it is proposed the nominee will act as External Examiner**
 |
| **Programme Code** | **Award** | **Programme Title** | **Programme Owning School** | **Programme Owning Faculty** |
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*Please add rows as necessary*

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| * 1. **Please confirm the owning School and Faculty for this nomination**
 |
| **School** | **Faculty** |
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| * 1. **Are any of the awards of LJMU listed in Section 1.5 collaborative provision?**
 |
| **Yes** | **No** |
|[ ] [ ]
| **If “Yes”, please identify below** |
| **Programme Code** | **Collaborative Partner** |
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*Please add rows as necessary*

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| * 1. **Are any of the awards of LJMU listed in Section 1.5 apprenticeships?**
 |
| **Yes** | **No** |
|[ ] [ ]
| **If “Yes”, please identify below** |
| **Programme Code(s)** |
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| * 1. **Do any of the awards of LJMU listed in Section 1.5 contain professional or practical elements (for example, professional placements)**
 |
| **Yes** | **No** |
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| **If “Yes”, please identify below** |
| **Programme Code(s)** |
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| * 1. **Are any of the awards of LJMU listed in Section 1.5 delivered via Distance Learning?**
 |
| **Yes** | **No** |
|[ ] [ ]
| **If “Yes”, please identify below** |
| **Programme Code(s)** |
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| * 1. **Will the nominee act as sole External Examiner for programmes identified in Section 1.5?**
 |
| **Yes** | **No** |
|[ ] [ ]
| **If “No”, please confirm the details of the External Examiner(s) (both academic and industrial) with whom the nominee will share oversight** |
| **External Examiner’s Name** | **External Examiner’s Institution / organisation** | **Current period of engagement (to be obtained from the university’s** [**WebHub**](https://aphub.ljmu.ac.uk/Staff/WH2/General/index.asp) **system)** |
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*Please add rows as necessary*

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| * 1. **Please briefly and succinctly explain how the nominee would share responsibility for external oversight with the External Examiner(s) identified in Section 1.11?**

**Please note, this section should only be completed if a positive response has been provided in Section 1.11** |
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| **Section 2: Eligibility**  |

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| **2.1. Does the nominee require a work permit to work in the UK?** |
| **Yes** | **No** |
|[ ] [ ]
| **Please confirm what documentation will be used to verify the nominee’s right to work in the UK?****A full list of eligible documents can be found at** [**Right to work checklist - GOV.UK (www.gov.uk)**](https://www.gov.uk/government/publications/right-to-work-checklist) |
| **Current UK Passport** |[ ]
| **Expired UK Passport** |[ ]
| **Other (please specify)** |  |

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| **2.2. In order to be engaged as an External Examiner of an award(s) of LJMU the university requires that ­all nominees:*** **Have a minimum of 2-years’ experience of working in an academic position within UK Higher Education and/or a good demonstrable understanding of the UK Higher Education Sector.**
* **Have a high degree of competence and experience in the fields covered by the programme(s) of study identified in Section 1.5.**
* **Have appropriate experience in programme design and student assessment at the level of the award(s), identified in Section 1.5, for which they are being nominated.**
* **Have the necessary academic experience and subject knowledge to assess standards in an effective manner, identify good practice, and recommend enhancements to enable informed course development.**
* **Have sufficient experience in quality assurance to enable them to discharge their role effectively.**
* **Comply with all relevant employment legislation, including safeguarding.**
* **Have fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that External Examiners are provided with the information to make their judgements)**
 |
| **Following your assessment of the nominee’s experience and expertise, prior to proposing them to the External Examiner Panel, are you satisfied that the nominee satisfies all of the criteria above?** |
| **Yes** | **No** |
|[ ] [ ]
| **If “Yes”, in the context of the award(s) identified in Section 1.5, please provide a brief and succinct, evidenced-based, summary of your views on the appropriateness of the nominee’s experience and expertise.** |
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| **If “No”, please confirm which criterion/criteria you do not feel the nominee satisfies and briefly and succinctly explain your reason(s) for this judgement.** **You should also confirm if there are any aspects of the nominee’s experience and/or expertise, which, in your view, mitigate/offset the gap(s) you have identified.**  |
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| **2.3 For nominees proposed to act as External Examiner of an award(s) which is subject to a professional, statutory and/or regulatory body/bodies (PSRB), please provide a brief and succinct explanation as to how you are satisfied that the nominee meets any criteria specified by these organisations.****If this section is not applicable to the programmes identified in Section 1.5, please briefly and succinctly explain why.**  |
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| **Does the applicable PSRB require verification that the nominee has the appropriate professional registration?**  |
| **Yes** | **No** |
|[ ] [ ]
| **If “No”, please briefly and succinctly explain why.** |
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| **If “Yes”, please confirm what evidence of professional registration has been appended to this nomination form?** |
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| **Please explain how the programme team will monitor and verify that the nominee, if approved to act as External Examiner, will maintain the necessary professional registration throughout their period of engagement?** |
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| **2.4. For nominees proposed to act as External Examiner for an apprenticeship(s), the university requires that in order to be engaged to provide external oversight of an apprenticeship(s) nominees should:*** **Have appropriate experience to enable them to oversee the work-based aspects of the programme and, for integrated apprenticeships, the End-Point Assessment.**
* **Have a robust knowledge and understanding of the applicable Apprenticeship Standard(s).**
* **Have an awareness of current changes taking place in relation to Higher Education apprenticeships and an ability to keep up to date with developments in an ongoing way,**
* **Have experience of being actively involved in the delivery, operation and management of a Higher Education apprenticeship programme(s).**

**Please do not complete this section unless you have provided a positive judgement in Section 1.8.** |
| **Following your assessment of the nominee’s experience and expertise, prior to proposing them to the External Examiner Panel, are you satisfied that the nominee satisfies all of the criteria above?** |
| **Yes** | **No** |
|[ ] [ ]
| **If “Yes”, please provide a brief and succinct, evidenced-based, summary of your views on the appropriateness and relevance of the nominee’s experience and expertise of apprenticeships.**  |
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| **If “No”, please confirm which criterion/criteria you do not feel the nominee satisfies and briefly and succinctly explain your reason(s) for this judgement.** **You should also confirm if there are any aspects of the nominee’s experience and/or expertise, which, in your view, mitigate/offset the gap(s) you have identified.** |
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| **2.5. For nominees proposed to oversee a programme(s) delivered by Distance Learning, please provide a brief, succinct and evidence-based explanation as to how you are satisfied the nominee has the necessary experience of managing and facilitating online learning?** **Please do not complete this section unless you have provided a positive response in Section 1.10.** |
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| **2.6. For nominees proposed to oversee a programme(s) with professional or practical elements, please provide a brief, succinct and evidence-based explanation as to how you are satisfied the nominee has the necessary professional experience.****Please do not complete this section unless you have provided a positive response in Section 1.9.** |
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| **2.7. Are you satisfied that the nominee’s CV evidences that they have both recent and relevant External Examiner experience?****Recent experience is defined as their most recent External Examiner position concluding no more than 2-years prior to the start of their proposed period of engagement at LJMU. Relevant experience should be judged in relation to both discipline and Frameworks for Higher Education Qualifications (FHEQ) level.****Please note, nominees for collaborative provision must normally have both recent and relevant External Examiner experience.**  |
| **Yes** | **No** |
|[ ] [ ]
| **If “No”, please provide a brief and succinct rationale for seeking to proposing a nominee who does not have both recent and relevant External Examiner experience.** |
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| **If the nominee does not have both recent and relevant External Examiner experience, they will require a mentor to be allocated. Please provide details of the proposed mentoring arrangement.** |
| **Proposed mentor’s name** |
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| **Proposed mentor’s home institution** |
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| **LJMU programme(s) for which the proposed mentor is currently engaged to act as External Examiner** |
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| **Proposed mentor’s current period of engagement** |
| **Start date** | **End date** |
| **DD** | **MM** | **YYYY** | **DD** | **MM** | **YYYY** |
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| **Has the proposed mentor confirmed their agreement to act as mentor for the nominee (subject to approval of the arrangement by the External Examiner Panel)?** |
| **Yes** | **No** |
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| **Section 3: Potential Conflicts of Interest** |

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| **3.1. The university will not normally engage External Examiners where they are:*** **A member of a governing body or committee of the appointing body or one of its partners, delivery organisations or support providers, or a current employee of the appointing body or one of its partners, delivery organisations or support providers.**
* **Anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme(s) of study identified in Section 1.5.**
* **Anyone required to assess colleagues who are recruited as students to the programme(s) of study identified in Section 1.5.**
* **Anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme(s) of study identified in Section 1.5.**
* **Anyone 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) identified in Section 1.5.**
* **A former member of LJMU staff (within the past 5-years or where there are still active students who were taught by the nominee).**
* **A former LJMU student (within the past 5-years, or where there are still active students who were taught with the nominee).**

**In addition, nominees will not normally be engaged as External Examiners if their engagement results in:*** **A reciprocal arrangement involving cognate programmes at another Higher Education provider.**
* **The succession of an External Examiner by a colleague from the outgoing External Examiner’s home department and provider.**
* **The nominee holding a total of more than two substantial undergraduate appointments concurrently, or equivalent.**
* **The engagement of an individual who has acted as External Advisor/External Panel Representative for the validation/periodic programme review of the programme(s) identified in Section 1.5.**
 |
| **Based on your assessment of the suitability of the nominee, are you satisfied that their engagement would not contravene any of the conflicts identified above?** |
| **Yes** | **No** |
|[ ] [ ]
| **If “No”, please confirm the details of the potential conflict and confirm how this would be managed?** |
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| **Section 4: Is there anything else you wish to bring to the attention of the External Examiner Panel in relation to this nomination?** |
| **Yes** | **No** |
|[ ] [ ]
| **If “Yes”, please state here:** |
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| **Section 5: School Endorsement** |

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| **By submitting this nomination to the External Examiner Panel, the School confirms that:*** **They are satisfied that the nominee’s experience and expertise appropriately align to the university’s eligibility criteria and that the nominee’s engagement would not contravene any of the identified conflicts of interest.**
* **The completed nomination represents an accurate, evidence-based, assessment of the nominee’s suitability by an appropriate representative of LJMU and has not been completed by the nominee themselves.**
* **The proposed workload has been discussed with the nominee and is deemed reasonable, appropriate and manageable.**
* **All of the applicable programmes, programme titles and programme codes are identified within the nomination.**
* **If applicable, the relevant representative from the collaborative partner(s) has been consulted fully and has confirmed their support for the nomination.**
 |
| **Programme Leader** | **Signature:****Name:** **Date:** |
| **LJMU Link Tutor****(Collaborative Provision, only)** | **Signature:****Name:****Date:** |
| **Director of School (or nominee)** | **Signature:****Name:****Date:** |

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| **External Examiner Panel Outcome (to be completed by a member of the Academic Quality and Standards Team, only)** |
| **Approved** | **Rejected** |
|[ ] [ ]
| **Date** |
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| **Approved Annual Fee (to be completed by a member of the Academic Quality and Standards Team, only)** |
| **£500** |[ ]
| **£875** |[ ]
| **£1000** |[ ]