

The University of Edinburgh

<p style="text-align: center;">College of Science & Engineering Nomination Form for the Appointment of External Examiners</p>

The role of the External Examiner is vital in the demonstration of quality assurance and academic standards. The appointment of External Examiners is the responsibility of Colleges, but is very dependent upon the nominations of Heads of Schools, appropriate Course Organisers, or others who are in a position to judge the suitability of nominees. Detailed scrutiny of nominations should take place at School level. Both Colleges and Schools are responsible for ensuring that the nominations are consistent with University and College policies with particular reference to the University's Code of Practice on External Examiners.

No External Examiner may hold office for a longer period than five consecutive years. An External Examiner is not eligible for re-appointment beyond a total of five consecutive years until s/he has ceased to hold that office for at least one year. In exceptional circumstances, the Senatus Curriculum and Student Progression Committee may waive this rule (Resolution No. 28/2004).

No person who has held an appointment on the teaching or research staff of the University, or who has been granted honorary status in the University, is eligible to act as an External Examiner until a period of four years has elapsed since the termination of the appointment or the status. In exceptional circumstances, the Senatus Curriculum and Student Progression Committee may waive this rule (Resolution No. 28/2004). Members of affiliated or associated institutions may be Internal but not External Examiners.

The School should return this completed form to: (Dean of Quality Assurance, College of Science and Engineering, Weir Building, King's Buildings, West Mains Road, Edinburgh EH9 3JY)

Proposed External Examiner

Name:

Institution:

Department:

Address:

Name of Previous Examiner (if applicable):

Proposed period of appointment

Start date:

Period:

Is an up-to-date CV enclosed with the nomination to inform the College?	Yes	No
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Schools may choose to prepare the CV, e.g. an extract from "Who's Who".

If no, please give reasons:

College Office Use

Approval on Q2-4 overleaf needed from CSPC? ...	Yes	No
If yes, date approved:		
Date Nomination approved by College:		
School informed of College Approval:		
Date appointment letter, Human Resources Form 95 and P46 sent to External:		
Signed contract returned:		
Passport Verification Received		
Copy sent to Human Resources:		

Courses for which External Examiner will be responsible

(Please give information to the level of detail specified by the College Office.)

Euclid Course Code (Programme Code if PGT)	Course or PGT Programme Name	No. of Students	Honours ?	Other External Examiners?

1.	What other internal and external examining commitments does the nominee have?		
2.	Is the proposed examiner from the same institution as the previous External? <i>(If yes, a case for approval must be made in writing to the Convener of the Senatus Curriculum and Student Progression Committee. Please attach case for approval.)</i>	Yes	No
3.	Is anyone working in the same subject discipline at this University known to be serving as an External Examiner in the department of your nominee? <i>(If yes a case for approval must be made in writing to the Convener of the Senatus Curriculum and Student Progression Committee. Please attach case for approval).</i>	Yes	No
4.	Has your nominee held a teaching, research or honorary post at the University of Edinburgh during the past four years? <i>(If yes, this would normally debar someone from appointment, although this may be waived by the Senatus Curriculum and Student Progression Committee. A case for approval should be made in writing to the Convener for approval. Please attach case for approval).</i>	Yes	No
5.	Outline the nominee's suitability for the role of External Examiner for the courses listed at the start of this form in terms of his/her academic standing and knowledge of the areas to be examined.		

Head of School's Signature:

Date