

**The University of Edinburgh****College of Science & Engineering  
Re-Nomination Form for the Appointment of External Examiners**

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). Please note that appointments are from 1 October to 30 September in any year.

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, Weir Building, King's Buildings, West Mains Road, Edinburgh EH27 8AR)

**NB: This is not the form to use for the nomination of new External Examiners.**

**Proposed External Examiner**

Name:

Institution:

Department:

Address:

Proposed period of appointment

Start date:

Period:

**Courses for which External Examiner will be responsible.**

EUCLID Course Code or PGT Programme Code	Course Name or Programme Name	No. of Students	Honours?	Other External Examiner/s?

1.	What other internal and external examining commitments does the nominee have?		
2.	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. Please attach case for approval.</i>	Yes	No

**Head of School's Signature :**

**Date :**

***For College Office Use Only***

<b>Date approved</b>	<b>School notified Date</b>	<b>Date Contract Sent to External Examiner</b>	<b>Date signed Contract Returned</b>
<b>Eligibility to Work verified date</b>	<b>Date Sent to HR</b>	<b>Comments:</b>	