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| Dr XXX |  | |
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|  |  | |
|  |  | |
| Email ??? |  | Date??? |
|  |  |  |

Dear Dr XXX

**Appointment as a Dual Awards Framework Award External Examiner to the University of the West of England, Bristol and Taylor’s University, Malaysia.**

I am very pleased to confirm that the University of the West of England, Bristol and Taylor’s University, Malaysia have appointed you as an Award External Examiner for the Dual Awards Framework for the period XX/XX/XX to XX/XX/XX

The Dual Awards Framework is subject to Variant Regulations ‘Academic Regulatory Framework’ which are available [here](http://www2.uwe.ac.uk/services/Marketing/students/Student%20advice/TU-UWE_Dual_Award_Programmes_Version_2014.pdf). This outlines the role and responsibilities of Award Board External Examiners.

Appendices A-D, below, outline your Portfolio of responsibilities, fees and expenses and further terms and conditions of your appointment.

We look forward to working with you over the course of your external examining tenure.

Please do not hesitate to contact me if you have any queries.

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| **For Taylor’s University** | **For the University of the West of England** |
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**PROFFESOR PRADEEP KUMAR NAIR PROFESSOR JANE HARRINGTON**

Deputy Vice-Chancellor Deputy Vice-Chancellor

cc UWE Partnership Operations Team – Helen Dewar and Mandy White

UWE Academic Contact (insert relevant contact/Head of Department)

Taylors University Key contacts

Dean, <*name of school*>

Manager, School Academic Services, <*name of school*>

**Appendix A: Portfolio of Duties/Responsibilities**

**Role:** Award External Examiner

**Partnership:** Taylor’s University – Dual Awards Framework

**UWE Faculty:** Please Insert

**Taylor’s School:** Please Insert

Your allocated portfolio of Awards is listed below. Please note these are subject to review during your tenure and any changes will be communicated.

Name of Programme(s):

**Attendance:** You are required to attend all Board of Examiners Meetings (Award Board) to which you are invited. In the event that you are unavoidably prevented from attending the Board of Examiners meeting (for example, due to illness, accident or bereavement) you must inform both Universities as soon as possible in order to agree to an alternative process.

**Annual Reporting:** Information with regards to Annual Reporting is contained in Appendix D.

**Appendix B: External Examiner Contact Details**

**Award Board External Examiner Contact:**

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| --- | --- |
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**Module Board Team External Examiner Contacts:**

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**Appendix C: Fees and Expenses**

**Fee:**

Use if they are UK based (delete if not applicable):

The annual fee is administered by the University of the West of England according to the [fee schedule](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/EE%20Apdx%201%20Fee%20Schedule.docx) and is paid after receipt of your report.

Use if they are \*Malaysian based (delete if not applicable):

The annual fee is administered by Taylor’s University and is paid after receipt of your report.

**Expenses:**

Use if they are UK based (delete if not applicable):

The University of the West of England also pays expenses for necessary travel to the University, together with accommodation and subsistence where appropriate. Your Student Administration Officer will be able to advise and assist with regard to this and provide further information as necessary. Further guidance and forms can be [accessed here](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/EE-ID-Fees-and-Expenses.pdf).

Use if they are Malaysian based (delete if not applicable):

Taylor’s University will administer all expenses for necessary travel to the Taylor’s University, together with accommodation and subsistence where appropriate. Further information is available from Taylor’s University in accordance with their policies. A copy of the information is attached in this appointment letter

*Note: Malaysian based external examiners refer to external examiners nominated by TU which could be based in Malaysia or outside Malaysia (except UK based) of which TU is responsible for their payment of fees.*

**Appendix D: Terms and Conditions**

**Annual report**

As an External Examiner you will be required to submit a joint report to the University of the West of England and Taylors University within two weeks of the Board of Examiners Meeting. You will be advised on the exact submission date on the report template. Notes for completion and the report pro forma will be emailed to you by the Universities.

These reports are an important part of UWE’s and Taylor’s University quality assurance processes and University committees are required to consider them (School Board of Studies at Taylor’s University, Faculty Academic Standards and Quality Committees at UWE). They are also reviewed by senior officers of UWE, Taylor’s University and programme teams.

The contents of your annual report are confidential within the UWE and Taylor’s University, although edited extracts may be published. UWE is classed as a ‘public authority’ for the purposes of the Freedom of Information Act 2000 and therefore any external examiner report may be disclosed in response to a request for information that falls within the terms of the Act. We will endeavour to let the External Examiner know that we have received such a request.

The report is shared with student representatives through various mechanisms.

**Data Protection**

UWE takes data protection seriously; our data protection policy in relation to External Examiners can be [accessed here](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/External-Examiner-Data-Protection-Declaration.pdf).

**Confidentiality**

Your appointment is subject to the UWE’s confidentiality policy which is [outlined here](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/External-Examiner-Confidentiality-Statement.pdf).

During the term of appointment or thereafter, please attain the written consent of Taylor’s University prior to use or divulge to any person whomsoever, the confidential information, any trade secrets, inventions, processes, products, research & development work or any other information concerning the business of Taylor’s University, its affiliates, staff or students. Also, written consent from Taylor’s University is required prior to dissemination or use of publications in written, digital or graphic form or art which have a bearing on the scope of activities or the image of Taylor’s University. This requirement does not apply to any such information that has been released by Taylor’s University into the public domain

**Copyright**

UWE or Taylor’s University owns copyright in or has permission to use all teaching materials to which you as an External Examiner will have access. You do not have the right to copy or use these materials for any purpose other than for your role as an External Examiner.

**Termination**

If you do not fulfil your duties as an External Examiner in a manner consistent with the standards required by the UWE and Taylor’s University for example, a non-submission of your annual report or for persistent non-attendance at Board of Examiners meetings, your appointment may be terminated jointly by UWE and Taylor’s University at their discretion.

The University has the right to terminate the contract “for convenience” (i.e. without cause).

**Resignation** If you decide to resign from your external examining post before the end of your tenure, this should be formally communicated to the UWE and Taylor’s University in writing.

**Change of Circumstances**

You have an obligation to inform us if your circumstances change which could materially affect the grounds on which you have been appointed to this external examiner role. For example, if you take on a further external examiner appointment with another institution. Furthermore, if your home address or workplace changes during your tenure, please contact us (both UWE and Taylor’s University) to ensure our records are kept up-to-date.

**Further Information**

Taylors University or University of the West of England may request additional assistance from you in further roles relating to the external examiner role, such as providing comments on module contents, balance and structure, and curriculum review.