*For Taylor’s University, this form should be completed and submitted by the Programme Director to the Dean along with a copy of the nominee’s Curriculum Vitae. The nomination should meet Taylor’s University criteria for the appointment of external examiners for undergraduate and taught postgraduate programmes, a copy of which is appended to this form.*

*External examiner appointments are to be approved by the School Board of Studies. External Examiners are appointed annually and can be appointed to serve for one (1) to two (2) years. They can be reappointed for another two (2) years as approved by the School Board of Studies. Once their period of appointment at Taylor's University is completed, they are not eligible for reappointment before a lapse of at least five years.*

|  |  |
| --- | --- |
| Title and Name of Nominee |  |
| Current Position |  |
| Affiliation/Address |  |
| Correspondence Address, if different |  |
| Telephone |  |
| Facsimile |  |
| Email |  |

|  |
| --- |
| **1.0 Programme details** |
| Name of School |  |
| School contact |  |
| Term of Appointment  | 🞎 1 year 🞎 2 years |
| Programme to be examined |  |
| Level of programme |  |
| Name of external examiner whom the nominee will replace (if any) |  |

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| **2.0 Evidence that the nomination meets the criteria for appointment** |
| 2.1 Has the nominee previously acted as an external examiner for a taught programme in a Malaysian University? *[If not please indicate in section 2.7 what support systems the School has in place to assist in the external examiner’s induction]* |
|  |
| 2.2 Please list below any other external examinerships which the nominee will hold in addition to that nominated for Taylor’s University *[No more than two substantial appointments to be held concurrently]* |
|  |
| 2.3 Please indicate below any current or previous appointments to external examiner tenure at Taylor’s University and give dates of any appointments and, if known, the programme examined.  |
|  |
| 2.4 Please give details including start and end dates of any post that the nominee has held at Taylor’s University *[Former teaching staff members may not be invited to become External Examiners before a lapse of at least three years or sufficient time for students taught by that member of staff to have passed through the system, whichever is the longest]* |
|  |
| 2.5 Please indicate below any internal moderation experience carried out by the nominee at their own institution. |
|  |
| 2.6 Is the nominee from a School/ Department in an institution where a member of your School/ Department is serving as an examiner*? [If so, justification for the nomination must be appended for approval by/ on behalf of the University Council].* |
|  |
| 2.7 Does the nomination meet Taylor’s University’s criteria for the appointment of external examiners for undergraduate and taught postgraduate programmes, as is appended to this form? |
|  |
| 2.8 Please append additional information, as appropriate, on those nominees who do not clearly satisfy the criteria for external examiner appointments.  |
| For example* they are to be appointed from an institution where a member of your School/Department already acts as external examiner for the equivalent programme of study to the one for which they are nominated for Taylor’s University.
* they are from outside the higher education system
* they do not hold a position of seniority or do not otherwise clearly satisfy the criteria for appointment

This information should include academic qualifications, length of time in present post, details of teaching and examining experience and reasons for suitability of appointment. |

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| **Approval by Taylor’s University** |
| **SUBMISSION BY** |
| Programme Director’s Name |  |
| Signature |  |
| Date |  |
| **RECOMMENDATION BY** |
| Name of Deputy Dean |  |
| Signature |  |
| Date |  |
| **APPROVED BY** |
| Dean (as Chairperson of School Board of Studies) |  |
| Signature |  |
| Date |  |

**Approval by University of the West of England:**

In this section the Faculty should include information to support the nomination, referring to the appointment criteria found [here](file:///C%3A/Users/a3-robinson/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/WUY92NG7/Karamarulzman). It is particularly important when nominating an Award External Examiner that their suitability particularly as an Award is addressed. You may wish to include comments from the relevant programme, field or scheme leader(s) at UWE and Taylor’s.

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| **Chair of ASQC Approval (Print Name and Date below):****……………………………………………………….****Supporting Statement from UWE on the nomination:****……………………………………………………….****Academic Services Approval and Comments (Print Name and Date below):****……………………………………………………….****By:** Date:  |

|  |  |
| --- | --- |
| **Current/Previous Associations** | **Nature of contact and dates** |
| **Current/previous association with UWE Faculty or Programme**(Previous employment at UWE, visiting lectures/seminars etc.) |  |
| **Current/previous association with individual staff member of UWE** (Academic collaboration/research, co-authorships, previous employment etc.) |  |
| **Current/previous contact with student(s) of UWE**(seminars/lectures given to UWE students, projects involving UWE  |  |

|  |
| --- |
| **EXTERNAL EXAMINERS****Selection, Appointment and Period of Service (Taylor’s University)** |
| Schools are natural sources of recommendations for the appointment of particular persons as External Examiners. The criteria which must be applied to the selection of External Examiners are that: |
| 1. Only persons of appropriate seniority and experience will be appointed, following consultation within the School. As such they are likely to hold the position of Professor or Senior Lecturer and to have had some prior experience of external examining.
2. In order to have sufficient time for the proper performance of their functions, individuals will normally be expected to hold no more than two substantive appointments concurrently. The External Examiner nomination form should clarify that this has been checked with the individual nominated.
3. An External Examiner will not be appointed from a School in an institution where a member of this University's corresponding School is serving as an Examiner. Exceptions may however occasionally be unavoidable. Where this is the case, justification for the appointment must be appended to the recommendation for specific approval by or on behalf of the Senate.
4. Former teaching staff members will not be invited to become External Examiners before a lapse of at least three years or sufficient time for students taught by that member of staff to have passed through the system, whichever is the longer.
5. External Examiners who have completed their period of appointment shall not be eligible for reappointment before a lapse of at least five years.
6. External Examiners from outside the Malaysian Higher Education system, for example from overseas Universities, industry or the professions, are appropriate in certain circumstances. Where possible an External Examiner with experience of the Malaysian Higher Education system should serve at the same time to assist in the assessment of the academic standards and processes.
7. In cases where an External Examiner does not meet the above criteria the Examiner may be appointed exceptionally, subject to approval by the Senate.
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| **EXTERNAL EXAMINERS** UWE Selection and Appointment Criteria (University of the West of England) |
| For selection and appointment criteria relating to External Peer Review at UWE, refer to the [Quality Management and Enhancement Framework](http://www1.uwe.ac.uk/aboutus/departmentsandservices/professionalservices/academicservices/qualitymanagement/qualityframework/externalpeerreview.aspx) |

**Appendix A – For UK based External Examiners only**

*This section will be completed by external examiner nominated by UWE*

**Part 1: Outgoing External Examiner Details (To be completed by UWE)**

|  |  |  |  |
| --- | --- | --- | --- |
| **External Examiner being replaced**Normally, an external examiner shall not be permitted to replace an individual from the same institution. | **Name** | **Workplace** | **Tenure Ends** |
|  |  |  |
| **Professional, Statutory or Regulatory Body Responsibility** | **Collaborative Provision Responsibility** |
|  |  |

|  |
| --- |
| **Award Board External Examiner** |
| **Fee Category** | 1-20 awards [ ] 21 or more awards [ ]  |
| **Programmes/Awards within portfolio:** |  |

|  |
| --- |
| **Reciprocal Arrangements** |
| 🛈To ensure that **reciprocal arrangements** are avoided, please give details of current/recent (within last 3 years) external examiner appointments held by members of faculty staff at the nominee’s host institution. |
| **Name of Staff Member** | **External Examining Responsibility** | **Period of Appointment (Dates)** |
|  |  |  |

**Part 2: To be completed by the nominee**

**Academic and/or Professional Qualifications and Expertise**

1. **Higher Education**

|  |  |
| --- | --- |
| **Institutions Attended** | **Qualifications gained and dates** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Professional qualifications(Please note the nominee’s Professional Body PIN or registration number where applicable)** |  |
|  |  |
| **Professional Body** | **Qualifications and/or membership (dates)** |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **b) Employment history (current and previous posts)**

|  |  |  |
| --- | --- | --- |
| **Post** | **Employer** | **Dates** |
|  |  |  |
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| **Administrative Positions:**

|  |  |  |
| --- | --- | --- |
| **Post** | **Employer** | **Dates** |
|  |  |  |
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**Examining and Other Relevant Experience**

|  |
| --- |
| EXTERNAL EXAMINING: Current experience. Please state if you examined provision through collaborative partnerships (UK or abroad) as part of your role. |
| **Names of Institutions** | **Programme/Award/Subject** | **Level** **(UG/PG)** | **Dates of appointment** | **Approx no. of students** |
|  |  |  |  |  |
| EXTERNAL EXAMINING: Previous experience (last 5 years). Please state if you examined provision through collaborative partnerships (UK or abroad) as part of your role. |
| **Names of Institutions** | **Programme/Award/Subject** | **Level** **(UG/PG)** | **Dates of appointment** | **Approx no. of students** |
|  |  |  |  |  |

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| --- |
| INTERNAL EXAMINING experience or other relevant experience in last 5 years |
| **Names of Institutions** | **Programme/Award/Subject** | **Level** **(UG/PG)** | **Dates of appointment** | **Approx no. of students** |
|  |  |  |  |  |

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| Please list below any experience of delivering/examining provision through collaborative partnerships  |
| **Activity** | **Dates** |
|  |  |

|  |
| --- |
| **Teaching experience (main areas of responsibility over last 5 years)** |
| **Names of Institutions** | **Programme titles** | **Level (UG/PG)** | **Dates** | **Approx no. of students** |
|  |  |  |  |  |
|  |  |  |  |  |
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**Current and/or Previous Experience with UWE and/or Taylor’s within the last 5 years**

|  |  |
| --- | --- |
|  | **Nature of contact and dates** |
| **Current/previous association with UWE or Taylor’s Faculty or Programme.**(Previous employment at UWE/Taylor’s, visiting lectures/seminars etc.) |  |
| **Current/previous association with individual staff member of UWE or Taylor’s**(Academic collaboration/research, co-authorships, previous employment etc.) |  |
| **Current/previous contact with student(s) of UWE or Taylor’s**(seminars/lectures given to UWE students, projects involving UWE or Taylor’s students) |  |

**Right to Work Confirmation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Right to Work** | **I confirm I have the right to work in the UK.** | **Yes** | **No** |
| Please delete as appropriate to confirm the statement above. As you will be undertaking work on behalf of the University of the West of England, you will be required to bring to the Examination Board master documents confirming your ‘Right to Work in UK’, as detailed by the UK Border Agency. This is a legal requirement. [See the UWE HR information for more information](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/EE%20Right%20to%20Work%20Information.docx). |
| **Data Protection Information** | **I confirm I have read the Data Protection Statement.** | **Yes** | **No** |
| Please delete as appropriate to confirm the statement above. The External Examiner Data Protection Statement can be [downloaded here.](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/External-Examiner-Data-Protection-Declaration.pdf) |
| **Confidentiality Statement** | **I confirm I have read the Confidentially Statement.** | **Yes** | **No** |
| Please delete as appropriate to confirm the statement above. The External Examiner Confidentiality Statement can be [downloaded here](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/External-Examiner-Confidentiality-Statement.pdf). |

**Approval by University of the West of England and Taylors University**

*Please refer to page 3 and 4 to confirm approval of nomination.*