

**NOMINATION, APPOINTMENT AND ANNUAL  
REPORTING FOR TAYLOR'S UNIVERSITY DUAL  
AWARD FRAMEWORK EXTERNAL EXAMINERS**

Doc. Ref. : TU-ACA-POLY-NAATUW  
Effective Date :  
Revision : 1.0  
Page : 1 of 4  
Approved By : APC  
Approval Date : 3 December 2015

**UWE Reference: QME Process  
Sheet 54 (QPS54)**

**Initial Principles:**

- UWE and Taylor's University (Taylor's) have approved variant regulations titled the [Dual Award Framework](#) to govern the partnership for the Dual Awards delivered by UWE and Taylor's;
- At UWE, The External Examining Team within the Learning and Teaching Enhancement Team manage the nomination, appointment and annual reporting process, and will keep an updated list of all current External Examiners and when their tenure's are due to finish;
- At Taylor's the Programme Director and Deputy Deans of the respective School will manage the nomination of external examiner(s) and the School Board of Studies has been empowered by TU's Senate to approve the appointment of external examiners.
- Both UWE and Taylor's will review the list of External Examiners on an annual basis to check tenure dates and identify whether any replacements or extensions of tenure are required.
- Where any new External Examiners are required, these need to have been appointed in time for The Joint Award Boards run for the Dual Award Framework<sup>1</sup> to ensure they are able to undertake their new role effectively; to be given the opportunity to communicate with the Link Tutor as early as possible, to liaise with a mentor (if one has been allocated/required) and to ensure they have the correct information/dates etc. they need (including the date for the Annual External Examiner Conference) as soon as possible;
- Award External Examiners to the Dual Award Framework are jointly appointed by UWE and Taylor's, seeking Academics from both Malaysia and the UK to ensure there is comparability with both the Malaysian and UK HE sectors;
- Once appointed, External Examiners are required to complete an Annual Report providing feedback to both UWE and Taylor's University.
- The report is confidential to UWE and Taylor's. If UWE receives a request to release an External Examiner's report under the Freedom of Information Act we will inform the relevant External Examiner and Taylor's that we have received such a request and action it accordingly.
- If External Examiners are UK based and paid by UWE, UWE will not pay their annual fee until the Annual Report of sufficient detail has been received.
- If External Examiners are Malaysia based and paid by Taylor's, Taylor's will not pay their annual fee until the Annual Report of sufficient detail has been received.

<sup>1</sup> NB for UWE: the Joint Award Boards may run at different times to UWE's standard Examining Boards

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**Agreeing the nominee(s):**

- When UWE and Taylor's identify that a nomination for an External Examiner within the Dual Award Framework is needed (for example a new programme incorporated into the Dual Award Framework or an existing External Examiners term ends or resigns), discussions will take place with the Learning and Teaching Enhancement Team, at UWE and the respective School at Taylor's.
- If it is agreed that UWE will source an External Examiner, the relevant Head of Department or other appropriate Faculty colleague will be asked to identify appropriate candidates. Advice on useful networks and other resources can be obtained from the Learning Teaching and Enhancement Team at UWE.
- If it is agreed that Taylor's will source an External Examiner the relevant Dean of the respective programme will be asked to identify appropriate candidates.

**The Nomination and Appointment Process:**

- To ensure External Examiners are appointed in a timely manner UWE and Taylor's should allow at least 8 weeks to appoint a new external prior to forthcoming Award Boards.
- Once a proposed nominee has been identified, UWE and TU will check the nominee's suitability to proceed to formal nomination as follows: (Note: a 'checklist' is to be used by UWE to ensure the nomination does meet UWE's appointment criteria below)
  - The nominee's CV to be shared for consideration;
  - Checks for potential conflict of interest, for example a nominee who has been working on a research paper with a member of the Programme Team.
  - Match with appointment criteria at both UWE (this can be found in the External Peer Review section of the [Quality Management and Enhancement Framework](#)) and Taylor's (this can be found in the Taylor's Terms of Reference for External Examiners TU-ACA-SOPP-EXTE-App2
  - Check to ensure there are no reciprocal arrangements (where a member of UWE staff is an External Examiner for a similar programme at the nominees Institution)
- For TU based nominees, TU will complete the nomination form (but not the additional appendix). TU will send the completed form to UWE who will scrutinise this form and a detailed CV, using the UWE appointment 'checklist'
- For UWE based nominees, UWE will complete the appendix section of the form and will send to the nominee to complete. UWE will then send the form to TU to complete their section of the form.
- For UK based nominees, the appendix also includes a statement asking them to confirm they have the right to work in the UK (formal documentation will be requested when claiming the annual fee) and that they agree to the Data Protection statement and Confidentiality Statement ;

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- The nomination form/additional UWE appendix are considered by UWE and Taylor's in accordance with each institution's processes below. UWE and TU will both approve/comment on the nomination on page 3 of the form
  - please see Quality process note QPS51 for the nomination and appointment of External Examiners at UWE within the [QMEF](#)
  - please refer to TU's External Examiner Policy and Procedure (TU-ACA-SOPP-EXTE)
- Once UWE and Taylor's have agreed that the nominee can be appointed, a [joint appointment letter](#) will be sent out on behalf of both institutions. The nominee will be appointed for 2 years, at which point UWE and Taylor's will review the appointment for a potential further 2 years.
  - The letter will state the roles and responsibilities as an Award External Examiner of the Dual Award Framework, confirmation of who will pay fees and expenses, and asking the External Examiner to accept the appointment and terms/conditions. It will also confirm in the email whether a mentor has been allocated;

**Induction and Support:**

- Please see the External Examiner's Operational Guide for further information about Induction and Support.

**Annual Reporting:**

- A [joint Annual Award Report template](#) and guidance on completion will be sent to all External Examiners appointed to the Dual Award Framework.
- For UK based External Examiners, if this has not been received before, Right to Work documentation will also be requested.
- Approximate reporting dates for their annual report and the method for submitting the report will be provided to External Examiners in their appointment letter and confirmed in subsequent reporting templates.
- For further information on the UWE process for annual reporting please see Quality process notes QPS55 which can be found within the External Peer Review section of the [QMEF](#).
- For further information on the Taylors process for annual reporting please see Section 4.4 Frequency of Review and Reporting stipulated under External Examiner Policy and Procedures (TU-ACA-SOPP-EXE).



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**Useful Links**

[Dual Award Framework Joint UWE-TU Appointment Letter Template](#)

[Dual Award Framework Joint UWE-TU Annual Report Template](#)

[Dual Award Framework Joint UWE-TU Nomination Form - TBC](#)