Appointment of external examiners for research degrees

As part of the University’s compliance with UK Employment Legislation all external examiners must be asked to provide evidence of their Right to Work in the UK.

Level 2 Directors of PGR are required either to confirm that any proposed external examiner has the right to work in the UK or that the appropriate steps to arrange for a visa to be issued for entry to the UK under Tier 5 of the Points-Based System (PBS), or as an Academic Visitor, have been made.

The Intention to Submit Form (ITS) form asks for information about the proposed external examiner’s nationality and country of residence and requires a copy of the passport and visa, before an appointment can be approved by Faculty.

Directors of PGR (Level 2 in HLS & HSS, Level 1 / 2 or HoS/ HoD in SE) must check one of the following statements on the ITS form:

<table>
<thead>
<tr>
<th>The external examiner:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Has previously provided a copy of their passport and this has been sent to the PGR team</td>
</tr>
<tr>
<td>• is a British national and has the right to work in the UK and I have attached a copy of their passport to this form</td>
</tr>
<tr>
<td>• is an EEA national and has the right to work in the UK and I have attached a copy of their passport to this form</td>
</tr>
<tr>
<td>• is a non-EEA national with an existing right to work in the UK and I have attached a copy of their passport and visa to this form</td>
</tr>
<tr>
<td>• is a non-EEA citizen and the appropriate visa will be sought and sent to the PGR Student Team. I understand that the theses will not be sent to the examiners until this has been provided to the PGRST</td>
</tr>
</tbody>
</table>

1. **Appointing a British national**

If an external examiner is a British national who resides in the UK, a copy of the passport is required as proof of their right to work before the ITS form can be processed.

2. **Appointing a UK national who resides outside the UK, or an EEA national**

External examiners who are nationals of the European Economic Area, or who are UK nationals who reside outside the UK, are permitted to work in the UK. A copy of the proposed external examiner’s passport should be provided to accompany the ITS form as confirmation of this.

Payment of expenses to EEA nationals or UK nationals resident outside the UK is subject to the conditions set out within expense claim guidance available from http://www.liv.ac.uk/sas/externalexaminers. Schools/ Institutes should be aware that the central budget will only accommodate expenses incurred within the UK. Exceptionally, the costs of budget return airfare may be paid if these are equivalent.
3. **Appointing a non-EEA national currently employed in the UK or EEA**

Where the proposed external examiner is not from the EEA but has an existing right to work in the UK or EEA (for example they work at another HEI within the UK) a copy of their passport and visa must be attached to the ITS form.

4. **Appointing a non-EEA national who reside outside the UK/EEA**

Appointing non-EEA nationals who reside outside the EEA may have implications for arranging the viva examination. It is the supervisor’s responsibility to ensure that the student is informed about this.

Please note if a non-EEA external examiner, who is resident outside the EEA, is proposed for appointment, the theses will not be sent to the examiners until a copy of the proposed external examiner’s passport and visa has been provided to the PGRST.

There are two routes through which non-EEA external examiners may enter the UK. The default route will be through Tier 5 of the Points Based System (PBS) unless an external examiner, or the School/Institute, specifically requests that they enter as an Academic Visitor.

**Tier 5**

The UKVI has extended entry under Tier 5 to include individuals appointed from outside the EEA as external examiners. The university has a limited number of Certificates of Sponsorship available which may be used to appoint an external examiner to enter the UK through tier 5 of the PBS. Schools/Institutes are responsible for liaising with HR to arrange for a Certificate to be issued. This process can reasonably take up to six week (NOTE: this is a separate process from obtaining a visa!) and HR must therefore be approached in sufficient time to avoid the risk which any delay may present to the appointment.

External examiners entering the UK under Tier 5 of the PBS are entitled to the payment of the examining fee. Expense claims will be subject to increased scrutiny and only those expenses incurred within the UK will be met by the central budget. Costs associated with travel between the UK and the external examiners home country must be met either by the School/Institute or by the external examiner. Visa costs should be submitted as part of an expense claim for reimbursement from the central budget.

**Academic Visitor**

An external examiner may be appointed to enter the UK as an Academic Visitor as part of the Business Visitors route. The requirements for entry as an Academic Visitor are available on the UKVI website. The School/Institute is responsible for liaising with HR to ensure that all criteria for the appointment of an external examiner who will be entering the UK as an Academic Visitor are satisfied.

In line with these requirements, external examiners who enter the UK as Academic Visitors **cannot receive the payment of a fee**. Expense claims will be subject to increased scrutiny and only those expenses incurred within the UK will be met by the central budget. Costs associated with travel...
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between the UK and the external examiner’s home country must be met by the School/ Institute or by the external examiner.

It is of the utmost importance that non-EEA nationals enter the UK on an appropriate visa. Appointments cannot be confirmed if the required documentation is not provided.

Useful Links:

External examiner expense claim policy

Annex A of the Employers Guide to Right to Work Checks

List of EEA countries