Reference No.

**Request for the Appointment of External Examiners**

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| **For Department Use** | | | | | | | | |
| XJTLU Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department contact (full name/email address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **Personal Details of Proposed External Examiner** | | | | | | | | |
| Name |  | | | | | | | |
| Title |  | | | Position |  | | | |
| Department |  | | | Institution |  | | | |
| Nationality |  | | | Country of Residence | |  | | |
| E-mail |  | | | Telephone No. |  | | | |
| Address line1 |  | | | | | | | |
| Address line2 |  | | | | | | | |
| Address line3 |  | | | | | | | |
| Postcode |  | | | | | | | |
| Latest CV Enclosed | Yes No  se  se | | | Passport e-copy Enclosed | | | Yes No  se  se | |
| **Recommendation Details** | | | | | | | | |
| Subject area/Programme to be Examined: | | Click here to enter text. | | | | | | |
| Role of External Examiner | | Subject Programme Both  se  se  se | | | | | | |
| Academic Year of Appointment: | |  | | | | | | |
| Type of Appointment: | | | New  se  Replacement Replace  se | | | | | |
| Is this post for a new program? | | | Yes No  se  se | | | | | |
| Is this post for an additional/new examiner?\*[[1]](#footnote-1) | | | Yes No  se  se | | | | | |
| Is this nomination for an amendment of the current post?\*[[2]](#footnote-2) | | | Yes No  se  se | | | | | |
| Dose the nominee currently hold any other examiner posts? | | | Yes (please attach details of the other current positions)  se  No  se | | | | | |
| Examiner has the right to work in the UK | | | Yes No  se  se | | | | | |
| **Please confirm that the nominee meets all the criteria for appointment of an External Examiner below:** | | | | | | | | |
| Does the nominee have competence and experience in the fields covered by the programme of study, or parts thereof, and a relevant academic and/or professional qualification to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate? | | | | | | | | Yes No  se  se |
| Does the nominee have knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality? | | | | | | | | Yes No  se  se |
| Does the nominee have competence and experience relating to designing and operating a variety of assessment tasks and procedures appropriate to the subject, and an awareness of current developments in the design and delivery of relevant curricula? | | | | | | | | Yes No  se  se |
| Does the nominee have sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers? | | | | | | | | Yes No  se  se |
| Is the nominee familiar with the standard to be expected of students to achieve the award that is to be assessed? | | | | | | | | Yes No  se  se |
| Is it confirmed that the nominee is fluent in English and, where programmes are delivered and assessed in languages other than English, fluent in the relevant language(s) (unless other secure arrangements are in place to ensure that external examiners are provided with the information to make their judgements)? | | | | | | | | Yes No  se  se |
| Does the nominee have competence and experience relating to the enhancement of the student learning experience? | | | | | | | | Yes No  se  se |
| Will the nominee satisfy the applicable criteria set by professional, statutory or regulatory bodies (where appropriate)? | | | | | | | | Yes No  se  se |
| To their knowledge and after discussion with the external examiner, we confirm that there is no conflict of interest. | | | | | | | | Yes No  se  se |
| Reasons for the Recommendation: | | | | | | | | |
| Signed by HoD or Representative: | | | | | | Date: | | |

*Upon completion of this section, please send the form and the latest CV and Passport to Assessment Team of Registry,* [*Assessment@xjtlu.edu.cn*](mailto:Assessment@xjtlu.edu.cn)*, for arrangements of approval processes. Department will be kept informed of approval status or issues arising.*

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| --- | --- |
| **For VP, Academic Affairs Use** | |
| Comments:      Approved or Not: Yes No  se  se | |
| Signed: | Date: |

*Upon approval by VP, Academic Affairs, Registry will send the form and latest CV to UoL for approval.*

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| --- | --- | --- |
| **Link Tutor at University of Liverpool** | | |
| **Title/Name** | |  |
| **School/Department at UoL** | |  |
| ***In light of the evidence provided I endorse the appointment of the above nominee as External Examiner at XJTLU.*** | | |
| **Signed:** | **Date:** | |

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| **University of Liverpool Senate Approval** | |
| ***I approve the above nomination for the role of External Examiner at XJTLU on behalf of the Senate of University of Liverpool.*** | |
| **Signed:** | **Date:** |
| **Professor Simon Jones**  Dean for Xi'an Jiaotong Liverpool University | |

**Criteria of Appointing of an External Examiner (XJTLU)**

(Extracted from *External Examiner System for Taught Provision*)

**External examiners must demonstrate:**

1. competence and experience in the fields covered by the programme of study, or parts thereof;
2. relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate;
3. knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality;
4. competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures;
5. awareness of current developments in the design and delivery of relevant curricula;
6. sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers;
7. familiarity with the standard to be expected of students to achieve the award that is to be assessed;
8. fluency in English and, where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that external examiners are provided with the information to make their judgements);
9. competence and experience relating to the enhancement of the student learning experience.
10. the satisfaction of applicable criteria set by professional, statutory or regulatory bodies;

**Appointments cannot be made of any individual in the following categories or circumstances:**

1. if they are a member of a governing body or current employee of XJTLU, University of Liverpool, or Xi’an Jiaotong University, or any other collaborative partners of XJTLU.
2. if they have a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study;
3. if they are, or know they will be, in a position to influence significantly the future of students on the programme of study;
4. if they are a former member of staff or a former student of XJTLU or UoL, unless a period of five years has elapsed and all students taught by or with the external examiner have completed their programme(s);
5. a reciprocal arrangement involving cognate programmes at another institution;
6. the succession of an external examiner by a colleague from the examiner's home department, or equivalent, and institution;
7. the appointment of more than one external examiner from the same department, or equivalent, of the same institution;
8. where an individual would consequently hold more than two external examiner appointments at the same time;
9. where an individual has previously been appointed for the maximum four-year duration as external examiner, unless a period of five years has elapsed since their last appointment.
10. If they have acted as External Examiner for XJTLU or UoL within the past five years

**Guidance on the approval of External Examiners at XJTLU (UoL)**

XJTLU is required to appoint an appropriate External Examiner for each programme validated by University of Liverpool (UoL). External Examiners at XJTLU will be nominated, appointed and paid in accordance with the XJTLU *External Examiner System for Taught Provision*, but must also be approved by UoL. External Examiners will be appointed for a period of four years, with an exceptional extension of one year possible, subject to approval by the Vice-President, Academic Affairs, XJTLU and Dean for Xi'an Jiaotong Liverpool University UoL.

**UoL Approval of XJTLU External Examiners**

XJTLU should submit the details of all External Examiner nominees to AQSD on the Approval of Appointment of External Examiners at XJTLU form. The details should include the nominee’s name, institution, the programme(s) they will be examining, the year of appointment and the period for which they will be appointed. The External Examiner approval form should be accompanied by a current CV outlining the nominee’s relevant experience.

AQSD will forward the form and CV to the relevant Link Tutor at UoL for endorsement. This will be required even if XJTLU has previously sought informal guidance from the department regarding potential nominees. The UoL Link Tutor will confirm endorsement/non-endorsement to AQSD.

AQSD will forward the nomination to the Dean for Xi'an Jiaotong Liverpool University to sign on behalf of the Collaborative Provision Committee which will regularly note all External Examiner approvals. AQSD will maintain a list of all approved External Examiners at XJTLU.

**Liaison with External Examiners at XJTLU**

UoL is responsible for ensuring that External Examiners receive an annual letter of appointment. XJTLU is responsible for ensuring that External Examiners receive all necessary information and materials to perform their role. This will make it clear that External Examiners for XJTLU will be examining programmes which lead to UoL awards. XJTLU will pay External Examiners in accordance with its own policy. External Examiners will submit their reports to both universities. XJTLU will be responsible for ensuring the reports are responded to appropriately. UoL will review External Examiner reports each academic year through its annual monitoring of accreditation arrangements with XJTLU.

**Nomination Deadline**

Nominations should be received by UoL by the last Friday in May for appointments starting in the following academic year. Nominations after this date should provide a rationale for the late submission (e.g. current external examiner resigning).

**Further Information – XJTLU Further Information – UoL**

**Assessment Team Alan Smithson**

**[assessment@xjtlu.edu.cn](mailto:assessment@xjtlu.edu.cn) [alan.smithson@liverpool.ac.uk](mailto:alan.smithson@liverpool.ac.uk)**

[**moderation.xjtlu@xjtlu.edu.cn**](mailto:moderation.xjtlu@xjtlu.edu.cn)

1. **\* ‘Yes’ if a new post has been approved for this provision (e.g. if there were 2 external examiners in your department before but you need 3 external examiners in the new academic year), ‘No’ for all others.** [↑](#footnote-ref-1)
2. **\* ‘Yes’ if the nature of the workload or role has changed (e.g. if the external examiner was a Subject Level only external in the previous session but is being reappointed as a Subject Level and Programme Level external for the current session, or if modules attached to the post have changed), ‘No’ for all others.** [↑](#footnote-ref-2)