

**EXTERNAL EXAMINER NOMINATION FORM, 2024/25**

**Section 1: Details of nominee**

|  |  |
| --- | --- |
| **Title:** | Click here to enter text. |
| **First name:** | Click here to enter text. |
| **Surname:** | Click here to enter text. |
|  | |
| **Current post:** | Click here to enter text. |
| **Home institution:** | Click here to enter text. |
|  | |
| **Postal address:** | Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
|  | |
| **Email address:** | Click here to enter text. |
| **Telephone number:** | Click here to enter text. |
| **Date of birth: \*** | Click here to enter text. |
| **Nationality:** | Click here to enter text. |
| **Gender: \*\*** |  |

\* ***PLEASE NOTE***: Date of birth **is required** in order to set up the new External Examiner on the University’s IT and HR/People and OD systems.

\*\* ***PLEASE NOTE***: providing information on your gender is optional and will only be used by some Schools to assist in their gathering of equality, diversity and inclusivity information.

|  |  |
| --- | --- |
| Has the nominee been made fully aware of, and agreed to undertake, the [core duties](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=22216) associated with their role? | Confirmed |
|  | |
| Has the nominee been made aware of the grounds for possible [termination](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=22216)? | Confirmed |
|  | |
| Are you satisfied that the nominee has the capacity to undertake the role? | Confirmed |

**Section 2: CV**

Please attach a summary CV. This should summarise the nominee’s qualifications and the expertise and experience that equip him/her to be an External Examiner.

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| --- | --- |
| **Is the proposed External Examiner a member of the Fellowship for Higher Education Academy?** | Click here to enter text. |

**Section 3: Proposed appointment**

|  |  |
| --- | --- |
| **School name:** | Click here to enter text. |
| **School contact:** | Click here to enter text. |
| **Partner organisation (if appropriate):** | Click here to enter text. |

Type of appointment (tick box below):

|  |  |
| --- | --- |
| A **Programme External Examiner** is appointed to each degree programme (or group of cognate programmes) and has specific responsibilities for the whole programme. |  |
| A **Subject External Examiner** has responsibility for a set of units, which may contribute to more than one programme. |  |
| **Both** - A Programme and Subject External Examiner has combined duties. |  |

**Section 3a: Programme External Examiner**

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| --- | --- |
| Is the responsibility for this programme(s) shared with other Programme External Examiners? | Yes |
| No |

|  |  |
| --- | --- |
| If yes, is the Examiner a ‘Chief Programme External Examiner’? | Yes |
| No |

**NOTE**: A Chief Programme External Examiner should be appointed when there is a number of Programme External Examiners associated with a programme.

If the External Examiner will be a Programme External Examiner, please state the programme award(s) and title(s) for which the Examiner will be responsible and the level (i.e. UG or PGT). When referencing the programme, please use the **official title** as stated in **Campus Solutions**.

|  |  |
| --- | --- |
| **Programme award(s)/title(s):** | Click here to enter text. |
| **Level:** | Click here to enter text. |

**Section 3b: Validated Partners External Examiner**

|  |  |
| --- | --- |
| Does the programme involve a University-validated partner? | Yes |
| No |

|  |  |
| --- | --- |
| If yes, please state the partner organisation (for validated provision) or other institution/organisation involved: | Click here to enter text. |

**Section 3c: Subject External Examiner**

If the External Examiner will be a Subject External Examiner, please indicate the general subject area and units for which the Examiner will be responsible, as well as, the level (i.e. UG, PGT or both). For the subject area, please provide the standard JACS code as stated in Campus Solutions.

|  |  |
| --- | --- |
| **Subject area:** | Click here to enter text. |
| **JACS code:** | Click here to enter text. |
| **Unit(s):** | Click here to enter text. |
| **Level:** | Choose an item. |

**Section 4: Appointment tenure**

|  |  |
| --- | --- |
| **Current External Examiner:** | Click here to enter text. |
| **Current External Examiner’s date of expiry:** | Click here to enter text. |

For the **2024-25** academic year, External Examiner appointments start on **1st October** **2024** and end on **31 December 2028.** All External Examiner appointments last for a period of **four years**.

If this appointment requires an exceptional period of tenure (e.g. different start date, shorter tenure, replacement External Examiner, etc.), please state the reasons why and the preferred start and end dates.

|  |  |
| --- | --- |
| **Exceptional start date**: | Click here to enter text. |
| **Exceptional end date**: | Click here to enter text. |
| **Reason for exception**: | Click here to enter text. |
|  |  |

**Section 5a: Fee model for UG**

**Fee Model for External Examiners for**

**Undergraduate Taught Provision**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Examiner fees - Undergraduate provision** | | | | | | | |
| *Student numbers should be based on actual numbers not FTEs* | | | | | | | |
|  |  |  | |  |  |  |  | |
| **Undergraduate Programme External Examiner (only)** | | **Payment according to examining load, measured in terms of number of students** | | | | | |
| ≤25 students | | £325 | | | | | |
| 26 to 75 students | | £375 | | | | | |
| ≥76 students | | £425 | | | | | |
|  | | | | | | | |
| **Subject External Examiner for UG and/or PG units (only)** | | **Payment according to examining load, measured in terms of number of students** | | | | | |
| ≤25 students | | £325 | | | | | |
| 26 to 75 students | | £375 | | | | | |
| ≥76 students | | £425 | | | | | |
|  | | | | | | | |
| **Programme Examiner who is also a Subject Examiner** | | **Payment according to examining load, measure in terms of number of students** | | | | | |
| ≤25 students | | | £400 | | | | |
| 26 to 75 students | | | £500 | | | | |
| ≥76 students | | | £600 | | | | |
|  | | | | | | | |
| **Undergraduate dissertation moderation supplement** | | | **Payment according to examining load, measured in terms of number of dissertations** | | | | |
| ≤5 dissertations | | | £100 | | | | |
| 6 to 15 dissertations | | | £150 | | | | |
| ≥16 dissertations | | | £200 | | | | |  | |
|  | | | | | | | |  | |
| **Chief Programmer Examiner** | | | **Payment rate** | | | | |
| Supplement | | | £100 | | | | |
|  | | | | | | | |
| **Clinical Examiner in MHS (OSCE only)** | | **Payment rate** | | | | | |
| Per subject area | | £150 | | | | | |
|  | | | | | | | |
| **Placement Fee (ITET ONLY)** | | **Payment rate** | | | | | |
| ≤25 students | | £100 | | | | | |
| 26 to 75 students | | £150 | | | | | |
| ≥76 students | | £200 | | | | | |

**Examples**:

1. A UG Programme Examiner has an examining load of **60 students** and is the Chief Programme Examiner.

|  |  |
| --- | --- |
| **Duties** | **Fee** |
| UG Programme Examiner for 26 to 75 students | £375 |
| Chief Programme Examiner | £100 |
| **Total** | **£475** |

2. A UG Programme Examiner who is also a Subject Examiner has an examining load of **50 students** and **25 dissertations**.

|  |  |
| --- | --- |
| **Duties** | **Fee** |
| Programme Examiner who is also a Subject Examiner for 26 to 75 students | £500 |
| Undergraduate dissertation moderation supplement for ≥16 dissertations | £200 |
| **Total** | **£700** |

**Fee calculation**:

Please complete the following table to calculate the UG External Examiner fee total:

|  |  |
| --- | --- |
| **Duties** | **Fee** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**Section 5b: Fee model for PGT**

**Fee Model for External Examiners for**

**Postgraduate Taught Provision**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Examiner fees - Postgraduate provision** | | | | | | | |
| *Student numbers should be based on actual numbers not FTEs* | | | | | | | |
|  |  |  | |  |  |  |  | |
| **Postgraduate Programme External Examiner (only)** | | **Payment according to examining load, measured in terms of number of students** | | | | | |
| ≤5 students | | £325 | | | | | |
| 6 to 15 students | | £375 | | | | | |
| ≥16 students | | £425 | | | | | |
|  | | | | | | | |
| **Subject External Examiner for UG and/or PG units (only)** | | **Payment according to examining load, measured in terms of number of students** | | | | | |
| ≤25 students | | £325 | | | | | |
| 26 to 75 students | | £375 | | | | | |
| ≥76 students | | £425 | | | | | |
|  | | | | | | | |
| **Programme Examiner who is also a Subject Examiner** | | **Payment according to examining load, measured in terms of number of students** | | | | | |
| ≤5 students | | £400 | | | | | |
| 6 to 15 students | | £500 | | | | | |
| ≥16 students | | £600 | | | | | |
|  | | | | | | | |
| **Postgraduate dissertation moderation supplement** | | | **Payment according to examining load, measured in terms of number of dissertations** | | | | |
| ≤5 dissertations | | | £100 | | | | |
| 6 to 15 dissertations | | | £150 | | | | |
| ≥16 dissertations | | | £200 | | | | |
|  | | | | | | | |
| **Chief Programmer Examiner** | | | **Payment rate** | | | | |
| Supplement | | | £100 | | | | |
|  | | | | | | | |
| **Clinical Examiner in MHS (OSCE only)** | | **Payment rate** | | | | | |
| Per subject area | | £150 | | | | | |

**Examples**:

1. A PGT Programme Examiner has an examining load of **15 students** and has been asked to moderate **15 dissertations**.

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| --- | --- |
| **Duties** | **Fee** |
| Postgraduate Programme Examiner for 6 to 15 students | £375 |
| Postgraduate dissertation moderation supplement for 6 to 15 dissertations | £150 |
| **Total** | **£525** |

2. A PGT Programme Examiner who is also a Subject Examiner has an examining load of **20 students** and has been asked to moderate **20 dissertations**.

|  |  |
| --- | --- |
| **Duties** | **Fee** |
| Programme Examiner who is also a Subject Examiner for ≥16 students | £600 |
| Postgraduate dissertation moderation supplement for ≥16 dissertations | £200 |
| **Total** | **£800** |

**Fee calculation**:

Please complete the following table to calculate the PGT External Examiner fee total:

|  |  |
| --- | --- |
| **Duties** | **Fee** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**Section 6: Approval**

This nomination is proposed by the **Chair of the Examination Board**:

|  |  |
| --- | --- |
| Click here to enter text. |  |
| Print name | Signature (above) |
|  |  |
| Click here to enter text. | Click here to enter text. |
| Email | Phone |
|  |  |
| Click here to enter a date. |  |
| Date |  |

This nomination is supported by the **Head of School (or equivalent)**:

|  |  |
| --- | --- |
| Click here to enter text. |  |
| Print name | Signature (above) |
|  |  |
| Click here to enter text. | Click here to enter text. |
| Email | Phone |
|  |  |
| Click here to enter a date. |  |
| Date |  |

This nomination has been considered and approved by the **Faculty** **Vice Dean (Teaching, Learning and Students) or nominee**:

|  |  |
| --- | --- |
| Click here to enter text. |  |
| Print name | Signature (above) |
|  |  |
| Click here to enter text. | Click here to enter text. |
| Email | Phone |
|  |  |
| Click here to enter a date. |  |
| Date |  |

**Please return the completed form to:**   
Teaching and Learning Assistant in the central Teaching and Learning Delivery (TLD) Office

via email at [External.Examiners@manchester.ac.uk](mailto:External.Examiners@manchester.ac.uk)

**EXTERNAL EXAMINER NOMINATION FORM, 2024/25**November 2022