Code of Practice for External Examiners: Research Degrees

Code of Practice 05: 2023



Date	Supersedes	Description of Change
1 December 2023	2023 Version 1	Minor amendment to delegate authority to a nominee. Changes to committee structures.
1 April 2023	2022 Version 1	Changing external to internal in Item 39
1 October 2022	2018 Version 01.1	Minor amendment to reflect changes to committee structure and restructuring.

Document Owner	Approved By Date Approved		Review Frequency
Quality Enhancement Unit.	Senate Regulations and Special Cases Committee.	3 November 2023.	Every three years.

Note: In exceptional circumstances, and subject to approval by the Chair of the Senate Regulations and Special Cases Committee, responsibilities assigned to Schools, Heads, of School, School Officers or School Committees in this Code of Practice may be assumed by the College, Head of College, College Officers or College Committees respectively, as appropriate.



degrees including the thesis element of Professional Doctorates (e.g. EdD and DClinPsy schemes).

General

- 1. All External Examiners are ultimately responsible to
- 2. the education they provide and the academic standards of the awards they offer. External examining provides one of the principal means for maintaining nationally comparable standards within autonomous higher education institutions.

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apply to all research degrees including areas of professional education (e.g. nursing, initial teacher training, social work).

8. Normally, a nominee will be of Senior Lecturer status or abo6QqGruhe-5()-26(o)-3(nquiva41,I)

19. In cases where a nominated External Examiner does not meet all the above criteria, a detailed explanation is required from the nominating School at the time of the nomination. A curriculum vitae of the nominee should also be included.

Outcomes

- 20. In cases where the External Examiner nomination is rejected for failing to meet the above criteria, an alternative nomination will be required. Schools may appeal to the Pro-Vice-Chancellor (Education and Student Experience) on the rejection of an External Examiner.
- 21. No nominations can be made in retrospect. All nominations must be approved by the Head of Quality Enhancement (or nominee) before a formal appointment is made.
- 22. A School is not permitted to proceed with the examination of a research student until the Quality Enhancement Unit provides formal confirmation of appointment.

Responsibilities

- 23. External Examiners' fees shall be set, reviewed and amended by the Curriculum Quality Assurance Delivery Group, upon the recommendation of the Head of Quality Enhancement.
- 24. The University is responsible, through the Quality Enhancement Unit or PGR Student Administration Team, for ensuring that each External Examiner is supplied with copies of the relevant Regulations of the University and expenses claim form.
- 25. Heads of Schools are responsible for ensuring that External Examiners receive copies
 - s This is normally supported by the

PGR Student Administration Team

26. Heads of Schools are responsible for informing candidates if there is any delay in the examination process beyond 3 months. If External Examiners are unable to examine within 3 months of the submission of the thesis, alternative examiners should normally be appointed for this purpose. Schools should inform the Quality Enhancement Unit of any such delay.

Academic Misconduct

27. An External Examiner who, either in the course of the examining process or subsequently, considers that a candidate has engaged in an unfair examination practice shall immediately report the circumstances in writing to the Chair of the Examining Board concerned.

Reports

- 28. In accordance with the QAA UK Quality Code, Examiners are asked to submit separate, independent written reports before the *viva voce* and a joint report after it. External Examiners are also asked to report on the examination process.
- 29. following the *viva voce*.

Appendix 2 Scheme for Document Checks

Is proposed External Examiner already living/working in UK?

Check documents

No document check needed.

EE must not travel to the UK.

Viva voce held by video conference.