

Process for nomination of External Examiners for newly approved courses
To be read in conjunction with [Regulations for the Appointment of External Examiners](#)

AQU'S RESPONSIBILITY

Following course approval:

ASQEC Minuting Secretary notifies AQU Officer (External Examiners) that new course/s have been formally approved by ASQEC. New courses due to start in September are identified and noted for possible action.



AQU Officer (External Examiners) contacts Course Leaders (cc'd to relevant IQC Chair and Secretary) to advise that they should commence an active search for an External Examiner but these will not be contacted by AQU until the course has successfully recruited (normally in September/October).



When new course has recruited:

AQU Officer (External Examiners) contacts Course Leaders (cc'ing IQC Chairs and Secretaries) at start of October for confirmation that the course has recruited and to confirm whether a new EE is required or whether a current EE may be extending their duties to cover the new course.

The Course Leader will be asked to complete the appropriate form and to send this to their proposed External Examiner.

New EEs should be recruited by no later than the end of October so that they can attend the EE Induction Day in January and commence duties in Semester 2.



AQU Officer (EEs) will contact all nominees whether successful or unsuccessful regarding their appointment following ASQEC's decision.



INSTITUTE'S RESPONSIBILITY

Following course approval:

Course Leader initiates enquiries for a new External Examiner and drafts the nomination form in conjunction with the proposed External Examiner, including request for a CV, with advice that **appointment is subject to successful recruitment of students to the course.**

[Nomination Form](#) is not submitted formally until recruitment has been confirmed (usually in September)



When new course has recruited:

On confirmation of recruitment, Course Leader forwards the [Nomination Form](#) to the Head of Institute for signing.

The form should then be sent to AQU Officer (External Examiners) for circulation to ASQEC members for consideration by the end of October **at the latest.**

ALL NOMINATIONS FOR NEWLY APPROVED EXTERNAL EXAMINERS MUST BE SUBMITTED TO ASQEC (VIA AQU) FOR THE DECEMBER MEETING.

NEW EXTERNAL EXAMINERS CAN THEN BE INVITED TO THE EXTERNAL EXAMINERS' INDUCTION DAY IN JANUARY.