

Process for nomination of replacement External Examiners (usually finishing Dec)
To be read in conjunction with [Regulations for the Appointment of External Examiners](#)

AQU'S RESPONSIBILITY

INSTITUTE'S RESPONSIBILITY

Initial notification (early February)

AQU Officer (External Examiners) emails IQC Chairs/Secretaries listing External Examiners due to finish their period of tenure (including courses that did not run the previous year to check prospect of running again).

Links provided to [HEA](#) and [Findexaminers](#) websites to aid selection.

Course Leader initiates enquiries for a new External Examiner and completes the [Nomination Form](#) in conjunction with the proposed External Examiner, including request for a CV.

Course Leader refers the [Nomination Form](#) to the Head of Institute/School for onward transmission to AQU Officer (EEs).

Formal reminder (mid March)

AQU Officer (EE) reminds IQC contacts that nominations should be made in sufficient time for approval prior to the summer break. Requests for [Extension of Appointment/Duties](#) to be made in exceptional circumstances and only in advance of EE finish date not retrospectively. (N.B. *"unable to find suitable nominee"* will not be an acceptable rationale). [Extension of Appointment/Duties](#) will be made at the discretion of ASQEC but dependent on consideration of workload.

Course Leaders and IQC Chairs must ensure that all nominations for replacement External Examiners have been submitted to AQU in good time for consideration and initial approval, and for them to go to the June ASQEC meeting for formal approval. This will ensure that new EE appointments can be made before the summer break.

AQU Officers will remind IQC Chairs/Secretaries at IQC meetings of any nominations still outstanding.

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