

**EXTERNAL EXAMINING OF UNDERGRADUATE AND POSTGRADUATE
TAUGHT DEGREE PROGRAMMES**

3. Criteria for selection/appointment of External Examiners

3.1 The External Examiner should

- (a) preferably be at Professorial level, but very exceptionally at Senior Lecturer level or equivalent;
- (b) preferably be holder of a PhD;
- (c) have a significant track record of publications in his/her area(s) of expertise;
- (d) be from internationally reputed Universities/ Research Institutions;
- (e) in principle be appointed for a term of up to 3 or 4 years as appropriate unless the Programme is no longer on offer;
- (f) be sought from a range of different institutions on a rotational basis in order to avoid collegiality; and
- (g) in principle, be a permanent full-time staff of a University/ Research Institution.

3.2 Exceptionally, an External Examiner may be re-appointed for a further year where there is shown to be good reason.

3.3 The External Examiner should not have any potential conflict of interest in particular:

- (i) an External Examiner should not be a former member of staff of the University;
- (ii) an External Examiner should not be a member of staff of a Department with which the Department has a collaborative partnership, either formal or informal;
- (iii) an External Examiner should not have any direct interest or tie to the Department or the programme examined or a student;
- (iv) an External examiner should not have had close or persistent contact with a current member of staff of the Department at any time; Examples of close contacts would include relatives of university staff, partners/collaborators in research/scholarship/other published work.

Before appointment, a potential External Examiner shall be requested to declare any link and/or relationship which might lead to a conflict of interest.