

Terms of Reference for External Examiner Approval Panel

External Examiner Appointments Panel

All external examiner nominations for taught courses and for phase one of professional doctorate courses are subject to scrutiny by the External Examiner Appointments Panel (EEAP). The panel has the following terms of reference:

- a) To consider and approve all external examiner nominations for taught provision.
- b) To submit all approval decisions, and recommendations to terminate a contract, to Senate for formal ratification.
- c) To consider and approve changes and clarifications to the external examiner process and applicable guidance.

EEAP Membership

- University Academic Dean (Chair).
- Faculty Associate Deans (UG)
- Faculty Associate Deans (PG)
- Head of Academic Quality Standards and Conduct (Acts as Deputy Chair, attendance as required).
- Academic Quality and Standards Manager (AQSC)
- Faculty Quality Assurance and Enhancement Managers
- Quality Standards and Conduct Assistant (AQSC) (Secretary)

Operational notes

- The panel normally meets twice a year.
- The chair may co-opt other members for meetings where there are several apologies in advance.
- At least half of the membership must be in attendance for a meeting to be quorate.
- If a member is unable to attend a meeting, they will be asked to submit written comments.