

External Examiner Declaration and

Acceptance of Appointment

1. I agree to serve as External Examiner at the University of Reading in accordance with the terms and conditions stated in the letter of appointment.
2. I undertake to fulfil the responsibilities of External Examiners as specified in the Code of Practice for the External Examining of Taught Programmes.
3. I know of no conflicts of interest (given overleaf) which would prevent my appointment for the academic year 2020-21;
4. I have a knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and the assurance and enhancement of quality (QAA Quality Code).

Please complete either (5a) or (5b) as appropriate:

(5a) I confirm that my National Insurance number is:

OR

(5b) I attach a photocopy of the following pages of my passport: front cover, the page containing my personal details/photograph, and (if relevant) the page(s) containing any Home Office endorsement confirming my right to work in the UK.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
|  |  |  |  |
| Full Name (block capitals) |  |
|  |  |
| Email address |  |
|  |  |
| Programme Examined |  |

Potential conflicts of interest

Extract from the Code of Practice on the External Examining of Taught Programmes, available at: [www.reading.ac.uk/exams/staff/exa-EE.aspx](http://www.reading.ac.uk/exams/staff/exa-EE.aspx)

The University does not appoint as an External Examiner anyone in the following categories or circumstances:

(i) a member of a governing body or committee of the University, or a current employee of the University;

(ii) a member of a governing body of a collaborative partner, or a current employee of a collaborative partner who has responsibility in the same (or a closely cognate) disciplinary area as the collaborative arrangement;

(iii) anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study;

(iv) anyone required to assess colleagues who are recruited as students to the programme of study;

(v) anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study;

(vi) anyone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question;

(vii) former staff or students of the institution unless a period of five years has elapsed and all students taught by or with the External Examiner have completed their programme(s)

(viii) a reciprocal arrangement involving cognate programmes at another institution;

(ix) the succession of an External Examiner by a colleague from the External Examiner’s home department and institution;

(x) the appointment of more than one External Examiner from the same department of the same institution.

If you think there may be a potential conflict of interest with your appointment, please email examiners@reading.ac.uk and describe the situation before returning this form.

Please email a signed copy of this form to examiners@reading.ac.uk.