

Dear

External Examiners for Taught Programmes - Letter of Appointment

I write on behalf of the Senate of the University of Southampton to confirm your appointment as an External Examiner for the following programme/s:

| | |
|----------------|--|
| Faculty | |
| Term of Office | |
| Programmes | |
| Modules | |
| Fee Details | |

In line with the UK Visa Immigration regulations all External Examiners must confirm their eligibility to work in the UK. Therefore this appointment is subject to the receipt of satisfactory, original, documentation which evidences your right to work in the UK. In order to verify your documentation we will need to see the original copy of your passport/visa at your earliest convenience prior to start date. You will not be able to commence employment with us until this has been provided.

If you are unable to attend the office in person before the commencement date please contact the HR office to make alternative arrangements.

- Attached are the following documents relevant to your term of office:
 - Appointment of External Examiners – Taught Programmes.
 - Roles and Responsibilities of External Examiners – Taught Programmes.
 - Policy and Procedure for Boards of Examiners for Taught Programmes – Membership, Responsibilities and Operation.

If you have not previously acted in an External Examiner role you may also find it helpful to refer to the [Higher Education Academy Handbook for external examining](#).

- These documents outline your role and responsibilities as an External Examiner. In accordance with the [Roles and Responsibilities of External Examiners](#) document, this appointment will involve scrutinising student work, attending Board of Examiners meetings and undertaking other duties as specified by the Faculty. You must also report formally each session on the examination process in which you have taken part.

Induction

- The University has a centralised External Examiners' induction programme. The first part of this is an on-line [induction portal](#), within which you will find institutional and Faculty/Programme based information. As a new External Examiner you are invited to familiarise yourself with this site and the useful information within. In order to access this site, you should follow the link below, using the username and password detailed below.

You will note that there is also a short questionnaire that can be completed, this not only provides the University with evidence that you have engaged with the induction portal, but also, offers you the opportunity to ask further questions and make comments on your experience. Your participation in the questionnaire would be gratefully appreciated.

Please keep this username and password safe, as it will enable to you access not only the External Examiner induction portal, but also a number of institutional IT systems which you may be invited to access in your time as an External Examiner.

| | |
|----------|--|
| Username | |
| Password | |

External Examiner Reports

4. The University uses a [standard report form](#), which is available from the University's [Quality Handbook](#) website. The report should be returned to the Vice-President (Education) **no later than four weeks** after the final Board of Examiners meeting for the academic year of the report. Please submit your report electronically to qsa@soton.ac.uk. The [Roles and Responsibilities of External Examiners](#) document provides guidance on the content of the report, and also on the procedures which we will follow to consider and respond to your comments. Your report may also be requested by external bodies. In view of the wide circulation of external examiners' reports, including to Staff: Student Liaison Committees, please do not mention individual candidates or staff members by name.
5. You are, of course, also welcome to raise at the relevant Board of Examiners any issues which you feel require an immediate response, where a note should be kept of the details, and actions agreed and taken by the appropriate member(s) of staff.
6. You may send a separate, confidential, report to the Vice-Chancellor should you feel this to be appropriate, to raise any matters of serious concern. The [Roles and Responsibilities of External Examiners](#) document sets out the process by which any such serious concerns would be considered.
7. In your final report, which we ask you to submit at the end of your term of office, we invite you to comment retrospectively on your experience as an External Examiner at the University of Southampton and to draw attention, for example, to significant changes in standards or procedures observed during your term.

Payment of Fees

8. Payment of any of the fees set out above is conditional upon the completion of your duties in full, including attendance at meetings and submission of written reports, both annually and at the end of your term of office. The Faculty will provide you with a [Fees and Expenses form](#) annually, which you should return to the Faculty as soon as you have completed your duties for each set of examinations. Except for cases where income tax deductions are required by HMRC, fees will be paid to you without deduction of tax and national insurance and you will be responsible for paying any (additional) income tax, national insurance and any interest or penalties due to HMRC.

Payment of Expenses

9. You should aim to return your expense claim no later than three months after they were incurred. This timescale is particularly important at the end of your contract. The payment of expenses is managed by the relevant Faculty. If you have any queries regarding the payment of expenses, please contact the relevant Faculty contact as detailed at the end of this letter.

Confidentiality

10. In the performance of your duties as an External Examiner you may have access to the confidential information of which belongs to the University to or an industrial support of the University. This will usually be in the content of a student's assessment which you have been asked to examine. Please can I bring to your attention that assessments are confidential and only used for the purpose that had been disclosed. This means that you should not discuss, reveal, make copies or pass on this information to any other person or entity without the prior written consent of the University. Any other person includes family, friends and colleagues, and entity includes companies, organisations or other legally constituted bodies located in any country across the world.

Please be aware that you are also required to take proper care to ensure that you do not allow the confidential information to be revealed. It is important that you do not leave documentation with the confidential information where unauthorised people can gain access to it and you should be particularly careful when dealing with electronic documentation and electronic means of exchange. If you have any concerns about handling such information please contact the University contact for more information.

Conflicts of Interest

11. Please note that, as I am sure you will understand, you will not be able to continue as an External Examiner at the University of Southampton if this appointment gives rise to a conflict of interest between that role and any other position you hold. If such a conflict arises during the period of your appointment, you are asked to draw this to the attention of the Director of Programmes, immediately, who will consult the Associate Dean (Education and the Student Experience) about the best way to proceed.

12. Termination of Appointment

Unless renewed, this appointment will terminate at the end of the Term of Office stated above. The appointment may be terminated prior to that date as follows:

- a) Either party may terminate this appointment by giving the other three months' notice in writing.
- b) The University may terminate this appointment with immediate effect by giving you written notice:
 - In the event of a serious breach of the terms of this appointment such as failure to attend Board of Examiners meetings without the prior agreement of the Dean of the relevant Faculty and without arranging an alternative means to input to the meetings; failure to submit an annual report within the specified time; failure to observe the terms set out in the attached document 'Roles and Responsibilities of External Examiners- Taught programmes'; or withdrawal of, or non-recruitment to the relevant programmes.
 - In the event of a conflict of interest arising during the term of office which cannot be resolved or addressed by other means.

The process for termination is set out in the attached 'Policy and Procedure Regarding the Appointment, Role and Responsibilities of External Examiners for Taught Programmes Part 1: Appointment of External Examiners'.

13. Nothing in this letter of appointment shall be construed as creating any relationship of employer and employee between you and the University, and it is agreed that this appointment shall constitute a contract for the delivery of a service.
14. I should be grateful if you would confirm to me that you are willing to accept this appointment by signing and returning the attached form. Once you have accepted the appointment and we have received your right to work documentation, the Faculty will be in touch with you to provide other details and information concerning the specific programmes you will be examining. If you feel you have not received sufficient information, or have not been made aware of key dates well in advance please contact gsa@soton.ac.uk or the relevant email address below, which have been provided by the Faculty.

| Faculty Contacts | |
|--|--|
| Queries regarding samples of work | |
| Academic queries (curriculum/examination scripts) | |
| Queries regarding administrative arrangements regarding the Board of Examiners meeting | |
| Completed reports to be sent to : | gsa@soton.ac.uk |

Thank you very much in advance for your work - we very much value the input of our External Examiners and your feedback will be of great assistance to us in ensuring that we maintain the standards and quality of our academic awards, and enhance the academic experience of our students.

Yours sincerely



Professor Alex Neill
Vice-President (Education)

I accept the appointment as an External Examiner for the term of office stated above, on the terms and conditions set out in this letter. Nothing in this letter of appointment shall be construed as creating any relationship of employer and employee with the University of Southampton, and it is agreed that this appointment shall constitute a contract for the delivery of services.

- (i) I confirm that I am willing for my name and institution to be included on the relevant programme specification published on the University website. (Please delete if you are unwilling to give this permission).
- (ii) I recognise that if I am unwilling for my name to be publicised in this way my name will still need to be made available to students on request.
- (iii) To comply with UK Visa and Immigration requirements I attach a copy of the relevant documentation to confirm my eligibility to work in the UK as outlined in paragraph 10 above. I will bring the original documents to the University for formal verification on the **first** occasion I attend the University following appointment.

Signed..... Dated.....

LIST OF DOCUMENTS THAT MUST BE SUPPLIED:

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| If you are a British citizen or a citizen of the UK and colonies having the right to abode in the UK please provide: | |
| 1. A copy of any page with the expiry date, personal details (e.g. nationality, date of birth and photograph) and passport number. Please ensure that all details are readable and all of the edges of the passport are visible. |  |
| If you are <u>not</u> a British citizen or a citizen of the UK colonies with the right to abode in the UK, please provide: | |
| 1. A copy of the inside page of the passport showing the photo/personal information and passport number 2. A copy of the page within the passport confirming UK Entry containing a Visa stamp. OR 3. A copy of the front and back of a valid Biometric Residence Permit. |  |

If you are unable to provide any of the documentation listed above or if you have any queries then please feel free to contact the Human Resources Triage team on 023 80592421 or email them at humanresources@oton.ac.uk.