Please see the following about nomination/recommendation of Undergraduate and Postgraduate External Examiners; the changes will take immediate effect and may impact on nominations currently or recently approved.

**Nomination/recommendation process for Undergraduate External Examiners**

The nomination process for Undergraduate External Examiners has significantly changed.

All workers must prove their right to work in the UK. The University will not register or pay any worker who has not provided suitable documentation.

We are not able to accept a photocopy of a passport, national identity card or visa; under the requirement to establish right to work in the UK we are required to see the original document and the individual in person before an appointment can be made and before work can begin. Where proposed new appointees are remote (as is the case for the vast majority of our External Examiners) we will request the individual to send us their original documentation then we will set up a video interview to satisfy ourselves that the documents in our possession belong to them.

We will replace the nomination form on our website with the updated version which reflects this change.

We all appreciate the impact this will have on both proposed appointees and the whole appointment process but there is no way around it.

To be clear, these procedures are laid down by HMRC on the requirement of UK Visas and Immigration (Home Office).

Here is the [link to the HR pages explaining it all](#); the link refers to "Departments" but you should read “Departments” as ASO in this context as we make the appointments, based on your recommendation/nomination.

**Nomination/recommendation process for (Taught) Postgraduate External Examiners**

At present, the process for nominating (Taught) Postgraduate External Examiners remains the same. Please use the updated nomination form, deleting parts relating to Undergraduate appointments as necessary.

This is because, at present, Undergraduate External Examiners are paid as employees of the University whereas (Taught) Postgraduate External Examiners are paid as contractors (ie self-employed).