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# External Examiner Framework

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**Responsible person:** Senior Regulatory Affairs Manager

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**Approved by:** Academic Board

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# 1.0 Introduction

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External Examiners are essential to ensuring that the standards of Dyson Institute awards are maintained at the required level.

This document has been designed to explain the role and responsibilities of External Examiners at The Dyson Institute of Engineering and Technology. It is intended to help External Examiners fulfil their role, and to enable students and Dyson Institute staff understand how to work with and what to expect from External Examiners.

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## 1.1 UK Quality Code

This framework has been designed in accordance with the UK Quality Code for Higher Education, with particular reference to the core practices for standards:

- The provider ensures that the threshold standards for its qualifications are consistent with the relevant national qualifications frameworks.
- The provider ensures that students who are awarded qualifications have the opportunity to achieve standards beyond the threshold level that are reasonably comparable with those achieved in other UK providers.
- Where a provider works in partnership with other organisations, it has in place effective arrangements to ensure that the standards of its awards are credible and secure irrespective of where or how courses are delivered or who delivers them.
- The provider uses external expertise, assessment and classification processes that are reliable, fair and transparent.

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## 1.2 Vision and mission

This framework has been developed with a view to supporting and furthering The Dyson Institute's vision and mission.

The Dyson Institute's vision is to be the best engineering university in the world, which develops the engineering leaders of the future.

Its mission is to build challenging and enriching educational experiences which are free, student-centric and aligned with the needs of industry.

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## 2.0 Role and responsibilities

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External Examiners are members of The Dyson Institute's Board of Examiners. They are responsible to the Academic Board, which is in turn responsible to Council.

The Dyson Institute appoints External Examiners on a 'stream' basis. This means that one External Examiner will be appointed to review all of the modules within one programme stream. Where this means that multiple External Examiners are appointed, one of the External Examiners will act as 'Head' External Examiner.

All External Examiners must be formally appointed to their role and must sign a letter of appointment and receive an induction prior to the commencement of their role.

The role of the External Examiner is to:

- provide assurance that the academic standards and quality achieved are in accordance with national qualification frameworks and other requirements such as Characteristics Statements, Subject Benchmark Statements and professional body requirements;
- consider student performance in relation to The Dyson Institute's standards;
- provide impartial and independent comment on the consistent and fair application of policies and procedures, particularly the integrity and rigour of academic practices
- provide assurance that assessment and classification processes are fair, reliable and transparent;
- provide insight into the comparability of standards and student achievement against those of other UK higher education institutions; and to
- support the development of the Dyson Institute's provision through identifying examples of good practice and potential areas for enhancement.

External Examiners must be involved in the following areas of Dyson Institute operations:

- Review of draft assessment materials for assessed work
- Review of assessed work
- Annual review of Dyson Institute programmes
- Module variation and the development of new modules
- Board of Examiners.

The role of the Head External Examiner is to compile the stream-based reports written by each External Examiner into one programme-level External Examiner Report, to which The Dyson Institute's Academic Board must formally respond. The stream-based reports must be shared in their entirety with the relevant Stream Leads and the Programme Lead.

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### 2.1 Review of draft assessment materials for assessed work

All assessment materials for credit must be reviewed in advance by the External Examiner and updated as appropriate following their review.

The purpose of this review is for the External Examiner to ensure that all assessment materials for work that counts towards the award will permit students to be assessed fairly in relation to the required learning outcomes, content and regulations for the programme – and that they are able to reach the required standard.

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## 2.2 Review of assessed work

In advance of the relevant meeting of the Board of Examiners, The Dyson Institute must make available to the External Examiner representative samples of students' assessed work, including marks, markers and any moderator's comments on that work. The External Examiner will be informed of when all vivas are scheduled to take place, in all years of study, and may elect to observe the vivas if they wish.

All failed assessments must be sent to the External Examiner for review, alongside a representative sample of 10% of all other students' assessed work (or all assessed work if the number of students under consideration is 10 or fewer. The samples sent will cover all modules in the programme under the External Examiner's remit and will reflect:

- a representative range of work across the spectrum of student achievement; and
- all assessments for credit within each module.

The External Examiner may ask for additional samples of, or all assessed work, if this will assist them in the successful fulfilment of their role.

If an External Examiner has concerns regarding the standards of marking for assessed work within a sample, they must immediately make the Programme and Module Leads aware. They may also recommend further action such as:

- additional marking of all the student work within the group;
- additional marking of the work of all students taking the affected examination or piece of work; or
- additional moderation of the marks of all the students taking the affected examination or piece of work.

External Examiners cannot make proposals or otherwise encourage the Board of Examiners to raise or lower marks for individual students whose work is included in any sample reviewed by the External Examiner, as this would be unfair to students whose work does not form part of the scrutinised sample.

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## 2.3 Annual review of Dyson Institute programmes

An annual report by the External Examiner is a critical element of maintaining academic standards and assuring and enhancing quality, forming part of The Dyson Institute's overall approach to maintaining and enhancing quality.

In order to write their report, the External Examiner must visit The Dyson Institute during term time to speak to staff and students. The meeting must be booked in at least six weeks in advance and the External Examiner should work with the Programme Lead to ensure that they are able to speak to everyone and observe anything they wish to during their visit.

Where a Dyson Institute programme has multiple streams, the External Examiner for each stream will write an External Examiner's Annual Stream Report. The Head External Examiner will then collate the Stream Reports into an overarching Programme Report, to which The Dyson Institute's Academic Board must respond.

Both the Stream and Programme Reports must be written following the approved External Examiner Report Form (see Appendix).

The Stream and Programme Reports must be submitted no later than four weeks following the Board of Examiners meeting at the end of the academic year. The report should be submitted digitally to [dysoninstitute.regulation@dyson.com](mailto:dysoninstitute.regulation@dyson.com).

The Academic Board must carefully consider the Head External Examiner's Programme Report and its recommendations and prepare a response for publication to staff and students.

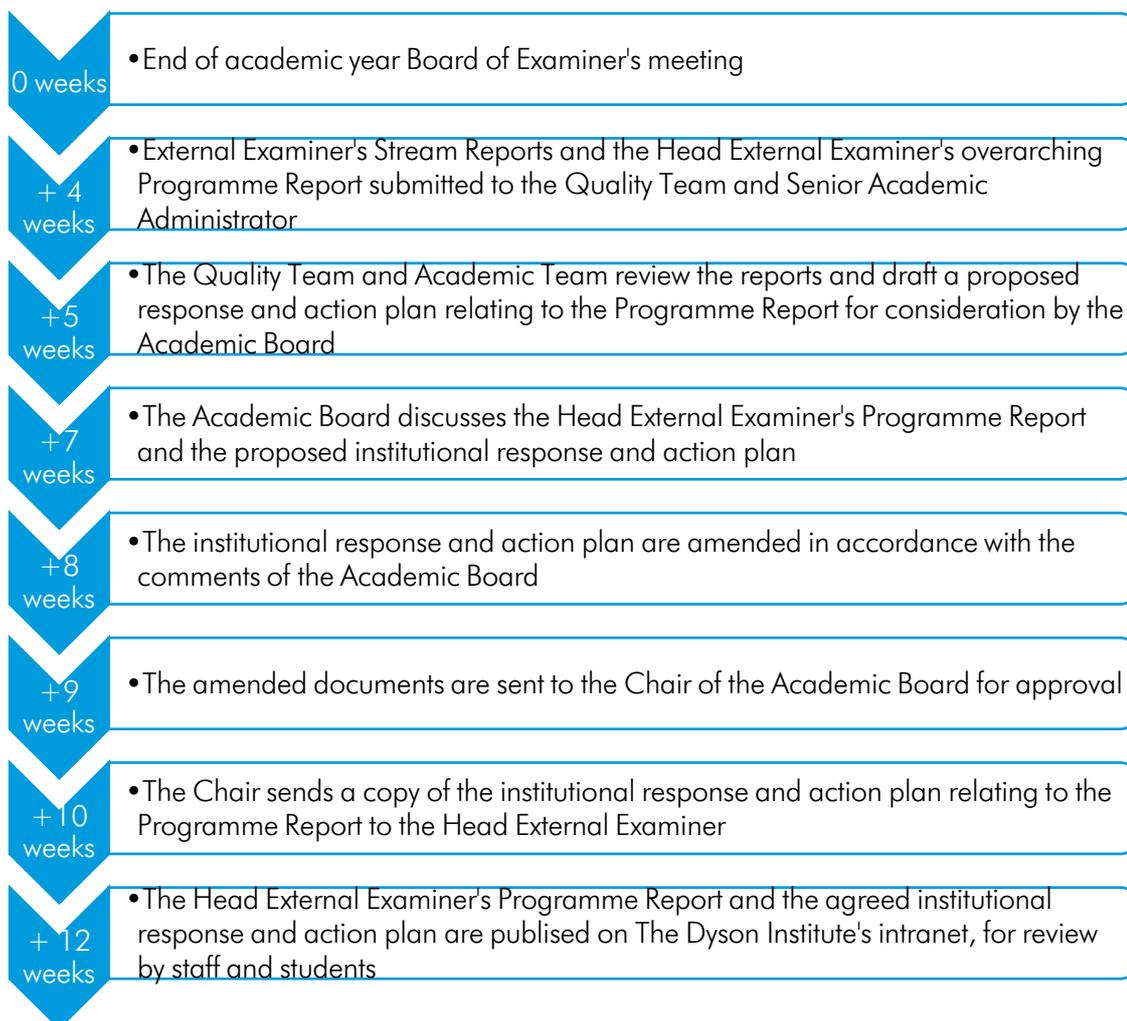
The response must include:

- feedback on the comments and recommendations;
- an action plan for addressing concerns, as appropriate; and
- reasons for not taking action to respond to recommendations, where appropriate.

The response to the External Examiner's report should be provided to the External Examiner within six weeks of receipt of the External Examiner's report.

Both the External Examiner's report and the response of the Academic Board must be published on The Dyson Institute's intranet for review by both staff and students.

The process of submission and response to the External Examiner's report, and indicative timings, are outlined below:



The Quality Team should monitor the agreed action plan and submit written updates on its implementation as a pre-read ahead of all formal meetings of the Academic Board.

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## 2.4 Module variation and the development of new modules

External Examiners may be asked to consider proposals to significantly modify an existing module or introduce a new module. They should offer their opinion on:

- the appropriateness of the learning outcomes;
- alignment with Subject Benchmark Statements and National Qualifications Frameworks;
- coherence with the overall programme;
- appropriateness of proposed assessments; and
- any other aspects of the module which appear to them to be relevant in the context of the programme, the subject area in general and their own expertise.

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## 2.5 Board of Examiners

All External Examiners are required to be full members of the Board of Examiners and must attend all Board of Examiners meetings with the exception of those meetings, or parts of meetings, relating to mitigating circumstances and academic misconduct.

External Examiners must make every effort to attend Board of Examiners meetings in person. In exceptional circumstances, it may be possible for External Examiners to attend virtually. It will not usually be possible for a meeting of the Board of Examiners to take place with fewer than two External Examiners in attendance, physically or virtually. Any External Examiner unable to attend the meeting must submit comments in advance to be read out at the meeting on their behalf.

At the end of every Board of Examiners meeting the External Examiner will be asked to sign the completed mark list. This signature will act as a record of the External Examiner's endorsement, confirming that the External Examiner was satisfied with the conduct of the assessment process. It does not indicate that the External Examiner agrees with each individual assessment decision.

If the External Examiner feels unable to endorse the outcomes of the assessment process, the External Examiner must submit a written report to the Chair of the Board of Examiners explaining their reasons. The Chair will give careful consideration to the External Examiner's concerns and will attempt to resolve the issues, but the final decision rests with the Board of Examiners. If the final decision does not accord with the External Examiner's view, the Chair of the Board of Examiners will inform the External Examiner. The decision will also be reported promptly to the Academic Board.

Students must be informed if there will be a delay in finalising and communicating their results while the concerns of the External Examiner are addressed.

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## 3.0 Appointment of an External Examiner

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### 3.1 Appointment criteria

The Dyson Institute will appoint an External Examiner who can show appropriate evidence of the following:

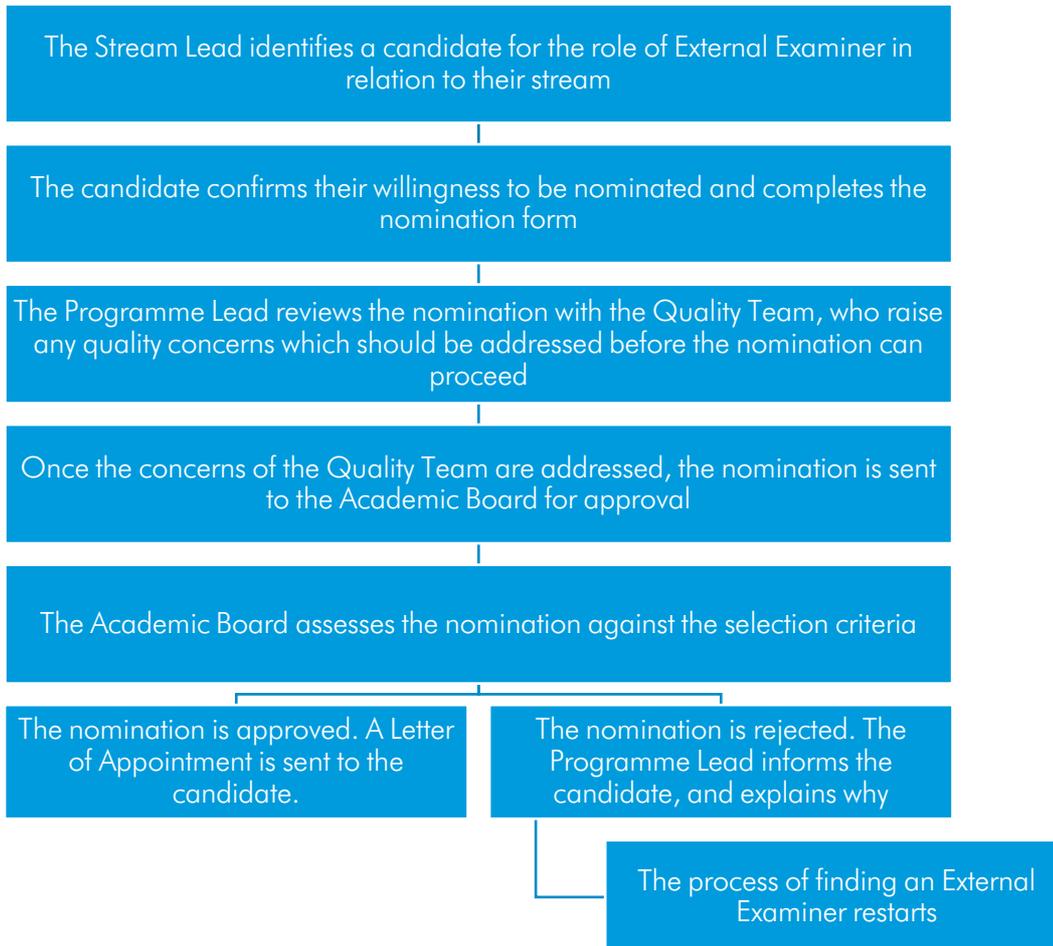
- knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality
- competence and experience in the fields covered by the programme of study, or parts thereof
- relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate
- competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and level of award and operating assessment procedures
- sufficient seniority, standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers
- familiarity with the standard to be expected of students to achieve the award that is to be assessed
- fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that external examiners are provided with the information to make their judgements)
- meeting applicable criteria set by professional, statutory or regulatory bodies
- awareness of current developments in the design and delivery of relevant curricula
- impartial in judgement and wholly independent of the Dyson Institute and its staff (including the governing body) and any relevant partners
- competence and experience relating to the enhancement of the student learning experience and identifying good practice.

The Dyson Institute will not appoint as an External Examiner anyone in the following circumstances or categories:

- a member of a governing body or committee of the Dyson Institute or one of its partners, delivery organisations or support providers, or a current employee of the Dyson Institute or one of its partners, delivery organisations or support providers
- anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study
- anyone required to assess colleagues who are recruited as students to the programme of study
- anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study
- 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
- former staff or students of the Dyson Institute unless a period of five years has elapsed, and all students taught by or with the external examiner have completed their programme(s)
- a reciprocal arrangement involving cognate programmes at another higher education provider
- the succession of an external examiner by a colleague from the examiner's home department and provider
- the appointment of more than one external examiner from the same department of the same higher education provider.

### 3.2 Appointment process

In order to assure itself that candidates for the role of External Examiner meet the national criteria for the appointment of External Examiners and those criteria set out at 3.1 above, The Dyson Institute operates the following appointment process:



The template Nomination Form and Letter of Appointment can be found in the Appendix to this framework.

With regard to the role of 'Head External Examiner', the nomination form sets out the additional work required of this role and asks the candidate to confirm whether they would be willing to take on this responsibility, if required.

Where only one candidate indicates a willingness to be the Head External Examiner, the role will be given to that individual. Where multiple candidates express willingness, Academic Board will select the candidate it considers to be best qualified for the role. Where no candidates express willingness, conversations will be held in order to ask whether any might reconsider. If not, The Dyson Institute will look for alternative candidates. Exceptionally, The Dyson Institute may choose to appoint an additional External Examiner to act as Head, rather than decline any appropriately qualified candidate.

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### 3.3 Induction

On appointment, External Examiners must be sent:

- the Academic Regulations of The Dyson Institute;
- all academic policies;
- the assessment framework;
- programme and module specifications;
- the programme handbook.

Furthermore, any newly appointed External Examiner will be required to attend an induction at The Dyson Institute. This induction will include:

- a meeting with the Programme Lead;
- a meeting with the Academic Quality and Standards Officer;
- opportunities to meet with the wider programme team;
- a meeting with the academic student representatives;
- guidance on future meetings
- guidance on the institution's assessment framework;
- information on the operation of Board of Examiners meetings and the role of the External Examiner at those meetings;
- information as to how to access reports of predecessor External Examiners and Board of Examiners papers and minutes; and
- information on the regime used to supply samples of assessment materials and student work for scrutiny.

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### 3.4 Term of office

The duration of an External Examiner's appointment will normally be for four years, with an exceptional extension of one year to ensure continuity, where appropriate.

An External Examiner may be reappointed in exceptional circumstances, but only after a period of five years or more has elapsed since the end of their last appointment.

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### 3.5 Fees and expenses

External Examiners will be paid a basic annual fee of £600. The Head External Examiner will be paid an additional £100. The annual fee will be paid on receipt of the External Examiner's annual report to Academic Board.

Reasonable expenses may be claimed as they are incurred. Accommodation, if required, should be arranged through The Dyson Institute.

Information about how to claim expenses, as well maximum allowances where applicable, will be given as part of the induction.

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### 3.6 Termination of contract

The Dyson Institute may, at its sole discretion, terminate the appointment of an External Examiner if concerns are raised regarding their ability to fulfil the role. Grounds for termination include, but are not limited to:

- failure to attend Board of Examiners meetings;
- failure to submit an annual report;
- failure to perform the role as expected; and
- provision of an incomplete or seriously deficient annual report.

If a conflict of interest arises during an External Examiner's term in office, the External Examiner is expected to resign unless appropriate mitigations can be put in place. If the External Examiner does not resign, The Dyson Institute may terminate the appointment.

- Conflicts of interest could include, but are not limited to: a relative of the External Examiner becoming a student of The Dyson Institute;
- the External Examiner becoming an employee of The Dyson Institute or one of its partners;
- the External Examiner accepting a research or other professional post funded by a company from the Dyson Group;
- or
- a significant financial donation or investment being made to the External Examiner's home department or programme by a company within the Dyson Group.

The decision to terminate the appointment of an External Examiner may be taken at any point in an academic year. Any decision to terminate an appointment must be made on sound evidence of non-fulfilment. The decision to terminate the appointment of an External Examiner can only be made by the Academic Board.

The External Examiner may terminate their appointment on the condition that reasonable notice is given, usually expected to be one academic year.

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## 4.0 Serious concerns

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If an External Examiner has a serious concern regarding practice that may threaten the standards of The Dyson Institute's awards, including not having confidence that the institutional action plan arising from their External Examiner's report will adequately address the issues, they may make a direct and confidential report to the Quality and Standards lead, who may in turn escalate the issue to Council if they deem it appropriate.

The Quality and Standards lead will instruct the Quality Team to investigate the issue and coordinate a response. The Quality Team will write a report on the issue, its findings and a new or amended action plan to address the issue as appropriate. The findings and action plan will be presented to the Academic Board for approval, following which the plan will be distributed among staff. The findings and approved action plan must also be provided to the External Examiner.

If the External Examiner is dissatisfied with the response, and has exhausted all other internal procedures for addressing the issue, they may raise the concern with the Quality Assurance Agency, through its [Concerns Scheme](#). The Concerns Scheme should only be used to deal with issues relating to systemic problems; it should not be used to report solitary incidents of poor practice, individual complaints against providers, or grievances about individuals.

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## 5.0 Appendix

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### 5.1 External Examiner report form

The External Examiner report form should be completed and submitted by the External Examiner for each Stream at the end of every assessment cycle, within four weeks of the Board of Examiners meeting at the end of the academic year.

The Head External Examiner will collate all of the stream reports into one overarching report: the External Examiners' Programme Report.

Both the Stream Reports and the overarching Programme Report must be submitted to the Quality Team at [dysoninstitute.regulation@dyson.com](mailto:dysoninstitute.regulation@dyson.com), as a PDF attached to email. There is no requirement for a hard copy of the report to be submitted.

All of the reports will be made available to the Stream Leads and Programme Lead. The Dyson Institute's Academic Board will formally respond to the Head External Examiner's Programme Report.

A copy of the Programme Report, and The Dyson Institute's formal response, will be made available to all staff and students at The Dyson Institute via the intranet.

Name of External Examiner:	
Home institution:	
Degree programme examined:	
Modules examined:	
Period of Report (e.g. 2019/20):	
Date of report submission:	

### Evidence provided

Did you receive sufficient evidence to carry out your role?	Y	N
If no, please detail where evidence was insufficient		

### Academic standards

Are the programme's threshold standards consistent with the relevant national qualifications' framework?	Yes	Partially	No
Is the standard of student performance comparable with that achieved by students on similar courses at other UK providers?	Yes	Partially	No
Are the programme and its component parts coherent?	Yes	Partially	No
Do outcomes of the programme and its constituent modules align with the applicable qualifications' framework?	Yes	Partially	No
Is the programme design clearly informed by the relevant subject benchmark(s)?	Yes	Partially	No
Please comment further on the above.			

### Programme design

Do you believe that the programme and its component parts enable students to achieve the intended learning outcomes?	Yes	Partially	No
Is the programme content and design clearly informed by developments in the subject and current research and scholarship?	Yes	Partially	No
Does the curriculum content and design demonstrate progression through parts of the programme?	Yes	Partially	No
Please comment further on: – the design, content and organisation of the programme; – the appropriateness of the intended learning outcomes to achieving the levels and modes of study, their breadth and depth, coherence, flexibility, extent of module choice; and – whether the design and content of the programme reflects a flexible and inclusive approach to learning and teaching, enabling all students to be able to access the curriculum and demonstrate achievement of all the intended learning outcomes.			

## Assessment

Did you receive all required draft assessments for comment in advance of provision to students?	Yes	Partially	No
Were the nature or level of the questions or tasks appropriate?	Yes	Partially	No
Did you receive feedback on your comments on the draft assessment materials?	Yes	Partially	No
Did the assessment methods allow student achievement to be measured rigorously and fairly against the intended learning outcomes of the programme(s) and modules?	Yes	Partially	No
<p>Please comment further on:</p> <ul style="list-style-type: none"> <li>the suitability of the assessments for the subject, level of study and expected outcomes;</li> <li>the appropriateness of arrangements for the consideration of your comments on the draft assessment materials;</li> <li>the extent to which assessment and classification methods and processes are appropriate for the subject;</li> <li>whether assessment methods are transparent, reliable and ensure equity of treatment for students;</li> <li>whether assessment and classification processes were carried out in accordance with The Dyson Institute's Academic Regulations and associated procedures; and</li> <li>any other aspect relating to the drafting of assessment materials for assessed work that you wish to draw to the attention of The Dyson Institute.</li> </ul>			

## Marking and moderation of assessed work

Are you satisfied that the mark scheme is consistently applied?	Yes	Partially	No
Are you satisfied that assessed work is moderated effectively internally through second marking?	Yes	Partially	No
<p>Please comment further on:</p> <ul style="list-style-type: none"> <li>the suitability of the mark scheme;</li> <li>the application of the mark scheme by academic staff;</li> <li>the transparency, fairness and reliability of marking; and</li> <li>any other aspect of marking and moderation you wish to draw to the attention of The Dyson Institute.</li> </ul>			

**Professional, Statutory and Regulatory Body requirements**

Does the programme meet PSRB requirements? Please suggest actions which could support alignment to PSRB requirements, if appropriate

**Board of Examiners meetings**

Was the module level Board of Examiners meeting conducted to your satisfaction, in accordance with The Dyson Institute’s regulations, policies and procedures?	Yes	Partially	No
Was the programme level Board of Examiners meeting conducted to your satisfaction, in accordance with The Dyson Institute’s regulations, policies and procedures? (please leave blank if not applicable)	Yes	Partially	No
Are you satisfied that the Board of Examiners properly applied the Academic Regulations and the Mitigating Circumstances Policy in respect of students' mitigating circumstances approved by the Mitigating Circumstances Panel?	Yes	Partially	No
Are you satisfied that the Board of Examiners properly considered recommendations from the Academic Misconduct Panel relating to incidents of academic misconduct in accordance with its Academic Regulations and the Academic Misconduct Policy?	Yes	Partially	No
Please comment further on: <ul style="list-style-type: none"> <li>• the extent to which the Academic Misconduct and Mitigating Circumstances policies were applied fairly and equitably;</li> <li>• the conduct of the Board of Examiners meeting;</li> <li>• any other aspect relating to regulation and policy that you wish to draw to the attention of The Dyson Institute.</li> </ul>			

**Good practice**

Are there any areas of good practice at The Dyson Institute which you would like to highlight?

### Other suggestions

Do you have any suggestions which may improve the student experience, either directly related to teaching and learning or more generally?

### Comments

Do you have any other comments, on any aspect of your experience as External Examiner for The Dyson Institute across this academic year?

### Response to the previous External Examiner's report

Are you satisfied that the issues raised in the previous report either have been, or are being, addressed?

Y

N

N/A

Please comment on how issues are being resolved, or further action you would like to see

### Exit report (for External Examiners in the final term of their appointment only)

Please give an overview of your time in office, giving particular consideration to any change in standards you have observed across your term. Please also consider any areas of focus you would recommend for your successor.

External Examiner Signature

Date of submission

## 5.2 Nomination form

### Nomination form for the role of External Examiner

External Examiners have an important role in the protection of standards and quality at The Dyson Institute. This nomination form is designed to allow The Dyson Institute to appoint an External Examiner with confidence in their ability to successfully fulfil their role.

<b>PART I - To be completed by the Programme Lead</b>
<b>Programmes be examined</b>

<b>Proposed Term of Office and fee</b> <i>The usual and maximum period of office is four years, normally running from October to September.</i>	
<b>From (month/year):</b>	<b>To (month/year):</b>
<b>Fee details:</b> £600 per annum, plus an additional £100 should you also take on the role of Head External Examiner.	

<b>PART II - To be completed by the candidate</b>		
<b>Name and place of employment</b>		
<b>Title:</b>	<b>Forename(s):</b>	<b>Surname:</b>
<b>Current place of work/institution:</b>  		

<b>Current position</b> <i>(if retired, details of the most recent post, with dates, and home address)</i>
<b>Present/most recent post:</b>  
<b>Position:</b>  
<b>Details if retired:</b>  

<b>Contact details</b>
<b>Correspondence address:</b>  
<b>Email address:</b>  
<b>Contact number:</b>  

<b>Potential Conflict of Interests</b> <i>Please delete as applicable for each statement below to confirm there are no conflicts of interest which may preclude your appointment as external examiner at the Dyson Institute.</i>	
Are you a current employee of The Dyson Institute?	
<b>If yes</b> , please provide details:	
Are you a former member of staff or student at The Dyson Institute?	
<b>If yes</b> , please provide dates:	
Are you a current or former employee of the University of Warwick?	
<b>If yes</b> , please provide details:	
Do you have a close professional, contractual or personal relationship with any member of staff or student involved with The Dyson Institute?	
<b>If yes</b> , please provide details:	
Do you consider that you are or will be in a position to influence significantly the future of students on the programme?	
<b>If yes</b> , please provide details:	
Do you have, or have you had in the last three years, any substantive collaborative research activities with a member of staff at The Dyson Institute?	
<b>If yes</b> , please provide details, including names of staff members:	
Have you previously acted as an External Examiner for The Dyson Institute?	
<b>If yes</b> , please provide details, including dates:	
Have you previously been involved in the approval of a programme of study at The Dyson Institute?	
<b>If yes</b> , please provide details, including dates:	
Are you aware of any other association with The Dyson Institute which could give rise to a conflict of interest?	
<b>If yes</b> , please provide details:	

<b>Qualifications</b> <i>Please give details of HE qualifications gained, including dates</i>

<b>Professional qualifications (if applicable)</b>

**Employment history**

*Please provide details of your employment history, with dates*

**Experience as an external examiner**

*Please give details of your prior experience as an External Examiner, including the name of the institution(s), the title of the programme(s) you acted as External Examiner for, and the dates of your service*

*Please note, due to its small size The Dyson Institute can only consider applications from candidates who already have experience as an External Examiner*

**Experience in academia**

*Please give below a brief account of main activities in academia, with particular reference to the past five years. Please include dates*

**Other relevant information**

*Please detail any other experience or information which you feel may be relevant to your candidacy*

**Eligibility to work in the United Kingdom**

*Please indicate which of the following statements apply to you*

1	I am a British Citizen (United Kingdom passport holder)	
2	I am a holder of a passport from a nation of the European Economic Area or Switzerland and therefore eligible to work in the UK	
3	I am a non-European migrant, but I have the right to work in the UK	

**If you have selected statement 3**, please confirm your right to work status and include details of indefinite leave to remain, right of abode and/or dates of any visas or work permits.

**Interest in the role of External Examiner**

*Please indicate below whether you would be interested in taking on the additional responsibility of Head External Examiner.*

*The Head External Examiner is responsible for collating all of the External Examiner Stream Reports into one overarching Programme Report, for consideration by Academic Board. The Head External Examiner also receives The Dyson Institute's response to this report, and associated action plan, on behalf of all of the appointed External Examiners.*

*The Head External Examiner will be paid an additional £100 annually in recognition of their enhanced responsibilities.*

**Declaration**

I confirm that to the best of my knowledge, the information I have provided on this form are correct.

**Signed:**

**Date:**

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## 5.3 Letter of appointment

### Letter of Appointment to the role of External Examiner

Dear [INSERT NAME],

Thank you for agreeing to act as External Examiner for The Dyson Institute of Engineering and Technology's [INSERT DEGREE TITLE].

We are pleased to inform you that your appointment has been approved by the Academic Board. We would be grateful if you would confirm your acceptance of the role by signing and returning a Letter of Acceptance, which will confirm your acceptance of the following Terms and Conditions:

#### Term of Appointment

Subject to the terms of this letter and continued satisfactory performance, your appointment is for an initial term of [INSERT DURATION] commencing on [INSERT DATE], unless terminated earlier in accordance with the termination provisions set out in the External Examiner Framework.

#### The Role

You will observe the responsibilities laid out in the External Examiner Framework, specifically:

- Reviewing draft assessment materials;
- Reviewing samples of students' assessed work;
- Submitting an annual External Examiner Report;
- Supporting module amendments and the development of new modules; and
- Membership of Board of Examiners.

You will attend all meetings of the Board of Examiners at which a mark or award list is signed.

You confirm that you are able to devote sufficient time to discharge the duties of your role. This includes an additional time commitment[ of [ENTER NUMBER] DAYS] immediately after your appointment takes effect in order to receive a full, formal and tailored induction to the role, including a site visit and meetings with staff and students of the Dyson Institute. On receipt of your Letter of Acceptance, The Dyson Institute will contact you to arrange your induction.

You will immediately notify the Dyson Institute in writing if you become aware of a conflict of interests with your role as External Examiner.

#### Data Protection

You will comply with The Dyson Institute's Data Protection Policy.

You accept that The Dyson Institute will be required to process your personal information, in accordance with its Data Protection Policy, in order to fulfil its obligations as a higher education provider.

#### Fees and Expenses

Your agreed fee is [INSERT AGREED FEE]. You may claim your fee on an annual basis by invoicing The Dyson Institute following the submission of your External Examiner Report. Your fee will be paid subject to deduction of any tax and national insurance contributions which the Dyson Institute is, by law, obliged to deduct.

Reasonable expenses may be claimed as they are incurred, on the production of valid evidence of expenditure. Accommodation, if required, should be arranged through The Dyson Institute.

## Confidentiality

In this letter, **Confidential Information** means:

- information relating to the Dyson Institute, its staff, students and partners, including without limitation information relating to programmes, modules, assessments, business plans, designs, discoveries, know-how, methods, processes, techniques, trade secrets, technical data, business forms and operating procedures, policies and practices; and
- any other information which is identified to you by the Dyson Institute or any member of the Dyson group of companies as being confidential or secret in nature or which ought reasonably to be regarded as confidential;

You will not, except in the proper performance of your role as External Examiner, either during the appointment or at any time after the termination of the appointment, without the prior written consent of the Director of the Dyson Institute, or as required by law, a court or tribunal of competent jurisdiction or any competent regulatory statutory body, directly or indirectly divulge or disclose to any person any Confidential Information.

You acknowledge that all papers, minutes, assessment materials, assessments, documents, files and other data containing or referring to Confidential Information which are acquired, received or made by you in the course of your appointment belong to the Dyson Institute and will be surrendered by you to the Dyson Institute forthwith on request by the Director of the Dyson Institute and in any event on the termination of your appointment.

You are also required to sign a Non-Disclosure Agreement with Dyson Technology, enclosed. This is because, during your visits to The Dyson Institute, you may see or hear confidential information relating to Dyson Technology's intellectual property.

## Dyson Institute Policies and Procedures

In addition to the Letter of Acceptance and Non-Disclosure Agreement, please also find enclosed the following, which you are required to read carefully in advance of you commencing your role:

- The External Examiner Framework
- The Academic Regulations of The Dyson Institute;
- The Dyson Institute's academic policies;
- The assessment framework;
- Programme and module specifications;
- The programme handbook.

Yours sincerely,

[INSERT NAME]

Chair of the Academic Board