

## IMPORTANT INFORMATION FOR NEW EXTERNAL EXAMINER APPOINTMENTS

You will already have received confirmation from the University of your appointment as an External Examiner, subject to your compliance with the conditions outlined below\*. Thank you for your willingness to act in this capacity. Your role as External Examiner is a key element of the University's quality assurance and monitoring framework and your assistance is greatly valued.

The University's External Examining system is aligned with the UK Quality Code for Higher Education in terms of expectations around Standards and Quality Practices, and reflects advice and guidance around External Expertise. The University's programmes also take account of relevant national subject benchmark information and qualifications frameworks and it is against this background that we invite you to make your evaluation of the programme. The Head of Department/School or Programme Director will contact you directly, if they have not already done so, to explain more about the examining process for this programme and to provide you with programme regulations and/or handbooks and/or any other relevant information. The Department will be your main channel of communication and you should feel free to contact them if you have queries or require additional information. The University's [Policy and Procedures on Assessment and Feedback](#) and [Procedure and Guidelines for External Examiners of Taught Programmes](#) include information about the roles/activities of both External Examiners and Boards of Examiners. They also include information about data protection issues and other issues relating to student assessment that you may find helpful.

All External Examiners are asked to return their annual report using the online external examiner system report (available on the [University of Strathclyde's External Examining System<sup>1</sup>](#)) as soon as possible after the end of session meeting of the Board of Examiners and not later than **31 October** (UG) or **19 December** (PG) each year. The University IT Department will have sent you an invitation to log-in to the online external examiner system directly to your email address. In accordance with the UK Quality Code for HE, you have a right to raise any matter of serious concern with our Principal, if necessary by means of a separate confidential written report.

\*The University is under obligation to comply with the UK Border Agency regulations regarding the eligibility to work in the UK. External Examiners that are paid a fee fall into this category. The University is therefore legally required to copy and retain documentation that provides proof of a person's Right to Work in the UK *before* work is offered in order to satisfy any audits in which the UKBA may require us to participate. In order to provide the required evidence of Right to Work in the UK, you are required to present your [documentation](#) to the relevant departmental administrator **as soon as possible** or liaise with department staff re using the Trust ID verification service or provide a Share Code where appropriate.

To claim payment of your fee an Undertaken Duty claim must be completed, this applies to the vast majority of *ad hoc* work carried out on behalf of the University by non-staff members for which, in the main, Right to Work in the UK and HMRC regulations apply. The Undertaken Duties, Fee and Expenses Claim forms are available from the Finance website at <http://www.strath.ac.uk/finance/financialservices/payroll/undertakenduties/>. The University will meet reasonable expenses incurred and pay an annual fee (following receipt of the annual report).

Please note that claims for payment through the Undertaken Duty route **will only be processed if verified evidence of the right to work in the UK is recorded**. Further information on evidencing the Right to Work in the UK and Permitted Paid Engagements can be found on the Human Resources website, <http://www.strath.ac.uk/hr/right2work/>.

If you have any queries, please contact [external-examiners@strath.ac.uk](mailto:external-examiners@strath.ac.uk)

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<sup>1</sup> <https://externalexaminers.strath.ac.uk/>

Yours sincerely

external-examiners@strath.ac.uk

on behalf of Catherine Milligan  
Director of Education Enhancement

April 2024