External Progression Assessor Appointment and Declaration Form

The proposed external assessor should complete this form in full. The information provided on this form, and in any accompanying documentation, will be used by the School to confirm your eligibility to be appointed as an External Assessor for a staff progression monitoring assessment.

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| Section 1: Your Details | | |
| Title and name: |  | |
| Current Job Title: |  | |
| Current Employer: |  | |
| Address for Correspondence: |  | |
| E-mail: |  | |
| Telephone Number: |  | |
| Please confirm that you have provided a full copy of your CV: | | Yes  No |

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| Section 2: Eligibility Check | | |
| Are you currently an academic member of staff at: | A UK Higher Education Institution  A European Higher Education Institution  An International Higher Education Institution  Other: | |
| Are you research-active in the student’s field of research? | | Yes  No |
| Do you currently supervise, or have you supervised within the last two years, PGR students at doctoral level? | | Yes  No |
| Do you have experience of examining PGR degrees at doctoral level, either as an internal or external assessor? | | Yes  No |
| Have you been a member of staff at the University of Huddersfield within the last 3 years? | | Yes  No |
| Have you been directly involved with the research of the candidate? | | Yes  No |
| Do you have a close personal connection or close working relationship with the student or their supervisors which might compromise the independence, or perceived independence, of your judgement? | | Yes  No |
| Please use this space to provide any additional comments regarding your eligibility to examine this candidate’s progression assessment: | | |

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| Section 3: Right to Work check | |
| We are required, by the UK Visas and Immigration (UKVI) rules, to verify the 'right to work' of any person who undertakes any work at the University of Huddersfield. This is irrespective of the length or nature of the employment, nationality, current right to work status or the fact that you may already be employed in another Higher Education institution.  We must verify your eligibility to work in the UK by sight of appropriate, original documents or via the Home Office Online Service before you commence your duties as an external examiner.  We appreciate this does require additional input from you as an examiner, but the University of Huddersfield is grateful for your willingness to provide the documentation to allow us to undertake our duties to comply with the UKVI rules.  This right to work check is not required where the examiner does not currently work in the UK and does not intend to enter the UK in order to undertake the examination.  Please refer to [Notes for External Examiners: Eligibility to Work in the UK](#_Notes_for_External) for more information on providing evidence of your right to work in the UK. | |
| **Please confirm how you have provided evidence of your Right to Work in the UK:** | |
|  | I have presented my documentation confirming eligibility for employment within the UK to an HR Representative at my institution, and the certified copies have been forwarded to the University of Huddersfield, in line with the guidelines. |
|  | I have attached a photocopy of my documents and will verify the originals via a video call with a member of the School’s staff prior to the examination process starting. |
|  | I have provided a share code for an online right to work check to be undertaken. |
|  | I do not live in the UK and I shall not be visiting or completing the assessment of work in the UK as part of this examination. I am therefore exempt of these requirements. |

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| Section 4: Declaration | | | |
| By signing this form, you undertake that you shall:   * Not at any time disclose to any person any confidential information concerning the thesis, any information contained within the thesis, or about the business or affairs of the University (**confidential information**). * Ensure that the thesis is stored securely and is not accessible to any third party. * Not use any confidential information for any purpose other than to perform your obligations under or in connection with the examination of the thesis. * At the end of your involvement in the examination process, you must ensure that all copies of the theses in your possession are returned to the University or securely destroyed. | | | |
| **Signature:** |  | **Date:** | Select date |

# *For School Use Only*

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| Section 5: PGR Admin Checks | | | |
| Form with declaration returned  CV/URL provided  UKVI documentation provided | | | |
| **Processed by:** |  | **Date:** | Select date |

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| Section 6: Director of Graduate Education Approval | | | |
| By signing this form you are approving the appointment of this external assessor, in line with the University’s regulations. | | | |
| **Name:** |  | | |
| **Signed:** |  | **Date:** | Select date |

PGR Admin: Upload copy of Signed form to Wisdom

# Notes for External Examiners Eligibility to work in the UK

We are required, by the UK Visas and Immigration (UKVI) rules, to verify the 'right to work' of any person who undertakes any work at the University of Huddersfield. This is irrespective of the length or nature of the employment, nationality, current right to work status or the fact that the individual is already employed in another Higher Education institution. The University is therefore legally required to show evidence that it has checked and retained the relevant documentation of every person appointed to work for the University to establish their right to work in the UK.

We must verify your eligibility to work in the UK by sight of appropriate, original documents or via the Home Office Online Service before you commence your duties as an external examiner. We appreciate this does require additional input from you as an examiner, but the University of Huddersfield is grateful for your willingness to provide the documentation to allow us to undertake our duties to comply with the UKVI rules.

Most UK nationals\* working as external examiners find it easiest to use their UK passport as evidence of their entitlement to work in the UK. If you are not a UK national or if you do not have a current UK passport for any other reason, a link to the full list of all documentation that can be used to evidence your right to work in the UK is provided below.

**EEA Nationals**

Freedom of movement between the UK and EU has now ended. If you are a national of the EU, EEA or Switzerland and have obtained pre-settled or settled status under the EU Settlement Scheme you will need to evidence your right to work using the [Home Office’s Online Service](https://www.gov.uk/prove-right-to-work).

EU, EEA or Swiss nationals who have not applied under the EU Settlement Scheme will require a visa to work in the UK.

Where **original** documentation must be presented and verified, there are two ways in which this can be done, and your preference should be indicated when completing the External Examiner Profile and Declaration Form.

**Option 1: Verification of original eligibility to work in the UK documentation by your home institution prior to the examination** (please note that this option is compulsory for MA/ MSc/ MEnt/ MRes awards)

The verification of the **original** version of your eligibility to work in the UK documentation may be done at your Institution by your HR department. This option will be necessary where you are examining for one of the research awards where an oral examination is not mandatory.

This will involve you taking the original of your eligibility to work in the UK documentation to the appropriate person within your organisation. They will then be required to take a photocopy of the relevant pages, and handwrite and complete the following statement on the photocopy as verification that they have seen the original version:

*This is a certified true copy of the original sighted by me.*

*Name:*   
*Signature:*  
*Home Institution:  
Position:*  
*Date:*

We would then require whoever has performed the verification to scan and email this document direct to the school administrator at the University of Huddersfield that has requested it as part of the external examiner appointment process, or alternatively it may be posted to them. If you prefer to use this option, there will be no requirement for you to bring the original documentation on the day of the viva.

**Option 2: Provision of copy of eligibility to work in the UK documentation on the day of the oral examination**

Alternatively you can bring the original of your eligibility to work in the UK documentation with you on the day of the viva. If you prefer this option, in the first instance please attach a photocopy of the relevant documentation you will be presenting to the *External Examiner (Research) Profile and Declaration Form* when you return it with your CV to the School.

Once your appointment as external examiner has been approved, arrangements will then be made for the School to do the necessary verifications on the day of the viva - the exact details of this will be confirmed to you as part of the appointment process.

**Online Right to Work Check**

Where you are able to evidence your right to work via the [Home Office’s Online Service](https://www.gov.uk/prove-right-to-work), you will need to provide a share code and your date of birth which will enable us to check your Home Office immigration status.

**Please be aware that the University is unable to pay the examination fee where the original eligibility documentation has not been provided, or an online right to work check has not been undertaken.**

The Home Office sets out documents you can provide to demonstrate your right to work in the UK in two lists that are provided in the [Right to Work Checklist](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/998170/6.7578_-_HO_-_PBS_Employers_Right_To_Work_Assets_V3.pdf):

* List A contains documents which an individual with a permanent right to work in the UK can provide (such as UK nationals and those with Indefinite leave to remain).
* List B contains documents which may be accepted for individuals with a temporary right to work in the UK.

Only **one** option needs to be provided from either List A or List B.

**Tier 2/Skilled Worker Visa Holders**

Those who hold a Tier 2/Skilled Worker visa can undertake work as an external examiner under the current ‘[Supplementary Employment](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/946055/2020-12-17_Sponsor-guidance-Part-2-sponsor-a-worker-12-20_v1.0.pdf)’ rules in the Skilled Worker (formerly Tier 2) guidance. Supplementary employment must be:

* in the same profession and at the same professional level as the work for which your Certificate of Sponsorship was assigned
* be for no more than 20 hours a week and
* be outside of the normal working hours for which the Certificate of Sponsorship was assigned.

You will need to provide a letter from your Sponsor to confirm your current job title, working hours and Standard Occupational Classification (SOC) code so we can confirm that you are able to use your current Tier 2/Skilled Worker visa to evidence your right to work in UK as an external examiner.

**Permitted Paid Engagement Route**

The Permitted Paid Engagement route allows employers to invite visitors to undertake a short-term, fee-paid permitted engagement, which falls under a permissible activity.

External examiners and assessors fall under the category of a permissible activity, which allows employers to invite external examiners to visit the UK to examine students for up to a period of one month and to receive payment.

The individual must be highly qualified in their own field of expertise and be formally invited by the University of Huddersfield. The formal invitation must show that the engagement relates to the individual’s expertise and/or qualifications and their main job in their home country.

Further guidance on the [Permitted Paid Engagement visa](https://www.gov.uk/permitted-paid-engagement-visa), including further eligibility criteria, can be found on the Gov.uk website.