

12.3

EXTERNAL EXAMINER NOMINATION FORM

Cardiff Metropolitan University

Academic Standards and Quality

External Examiner Nomination Form

External Examiner nominations should be made through the University's electronic system which is accessible here: <https://cis.cardiffmet.ac.uk/ExternalExaminers/>

Please ensure that all parts of the electronic form are completed fully. Any incomplete forms will be returned to the School.

The University's External Examiner nomination process is aligned with the expectations about external examining and the indicators of sound practice set out in [External Examining Principles](#) and [Advice and Guidance on External Expertise](#). Further details can be located in Volume 2, Section 12.1 of the [Academic Handbook](#)

Please note: it is a conflict of interest to appoint more than one External Examiner from the same department of the same institution, or to replace an External Examiner with a colleague from their home department and institution.

The deadline for the approval of External Examiner appointments is the summer term meeting of the Academic Quality and Standards Committee (AQSC). Please contact your Deputy/Associate Dean for further details. When completed, this form should be forwarded at the latest one month prior to that meeting to:

Quality Enhancement Directorate
Llandaff Campus
ged@cardiffmet.ac.uk