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.

|  |  |  |
| --- | --- | --- |
| 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 |

|  |  |  |
| --- | --- | --- |
| 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 2 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: | | |

|  |  |
| --- | --- |
| 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 am willing to complete the right to work check in person by bringing my original current British or Irish Nationals passport to the University to be checked by the School’s staff prior to the examination process starting i.e. before we can send you a copy of the PM report. |
|  | I am willing to complete an online verification check using YOTI by uploading a copy of my current passport. I also confirm I will be undertaking the imposter check to verify that the image and biographic (DoB) details on the verification check can be verified via a video call with a member of the School’s staff prior to the examination process starting i.e. before we can send you a copy of the PM report. |
|  | I have provided a share code for an online right to work check to be undertaken prior to the examination process starting i.e. before we can send you a copy of the PM report. |
|  | 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. |

|  |  |  |  |
| --- | --- | --- | --- |
| 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*

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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 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 current 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 full list of all documentation that can be used to evidence your right to work in the UK is provided below.

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's profile and declaration form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.hud.ac.uk%2Fmedia%2Fassets%2Fdocument%2Fregistry%2Fforms%2Fpgr%2FExternalExaminersProfileandDeclarationv11January2023.docx&wdOrigin=BROWSELINK).

**British or Irish Nationals Option 1: In person verification of original eligibility to work in the UK documentation by University of Huddersfield staff**

If you are unable to complete a remote verification you can complete an in person check.  This will have to be undertaken before we can send you a copy of the thesis.

**British or Irish Nationals Option 2: Remote verification of original eligibility to work in the UK documentation by University of Huddersfield staff** (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 remotely. This option will be necessary where you are examining for one of the research awards where an oral examination is not mandatory.

British or Irish Nationals who hold a current passport or passport card can utilise our external provider, YOTI, to complete a fully remote right to work check.  You will be sent a verification check link and will be asked to upload a copy of your current passport.  When you have completed the verification process, we will review it.  The verification check on its own is not a complete right to work check.  The next step is the Imposter check where a member of our staff will confirm that your appearance matches that of the photo and biographic details (DOB) on the verification check. The Imposter check can be done via video call or in person, but in either case must be done before your employment starts i.e. before we can send you a copy of the thesis.

Once this has been completed a PDF of the verification check will be created. The member of staff will then be required to add the following statement on the PDF copy:

*‘'an Imposter check was undertaken via a video call/in-person (delete as appropriate).*

*Staff name:*   
*Staff signature:*  
*Staff position:*  
*Date of Imposter check:’’*

The right to work check is not **complete until an Imposter check has been undertaken and the verification check has been annotated** **with the above statement by the member of staff present at the check.**

**Eligibility to Work in the UK Documentation**

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 Checks Guidance](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Right_to_Work_Checks_Guidance.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.

**EU/EEA Nationals**

Freedom of movement between the UK and EU has now ended.  If you are a national of the EU, EEA or Switzerland (visa nationals) 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 Online Checking Service](https://www.gov.uk/prove-right-to-work).  Note this is dependent on the type of documentation/immigration status you hold. You will have to provide a share code for an online right to work check to be undertaken by a member of our staff.

If you do not have the appropriate documentation to carry out the online check, a manual check in person must be completed.

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

**Non-EU / Non-EEA Nationals**

Right to work checks can be done via the [Home Office Online Checking Service](https://www.gov.uk/prove-right-to-work) only if you have a BRP card (bio metric residents permit).

**External Examiners based Overseas**

External Examiners located overseas will not require a right to work check unless they are required to come to the University for a face-to-face viva.

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

**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.**