

External Examiners (Taught Programmes, UG and PGT): Process for Right to Work Checks – UK campuses

As agreed at a meeting between Schools, Registry Operations and Academic Quality on 28 March 2019, this paper provides a summary of the **Process for Right to Work Checks** to be undertaken by Schools in nominating External Examiners, and is designed to be used by both Schools and External Examiners. This summary focuses on **External Examiners – Taught Programmes (UG + PGT)**; please see separate summary for PGR/Research External Examiners. This information summarises that provided in the *Handbook on External Examining for Taught Programmes (Undergraduate and Postgraduate)*, which is available on the External Examiner website at:

<https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm>

Please note that Right to Work checks need to be carried out for those External Examiners who will be visiting a Heriot-Watt UK campus or carrying out any work for the University related to UK provision as part of their duties.

1. Nominating a New External Examiner

The process for nominating a new External Examiner, using the University's standard Nomination Form, is summarised in Section 10 of the External Examiner Handbook. Both the Nomination Form and the Handbook are available on the External Examiner website <https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm>

2. Right to Work/UKVI: Requirements

In compliance with UKVI, Schools are required to undertake "Right to Work in the UK" checks prior to approval of an External Examiner and prior to any external examining activity being undertaken. At the time of an External Examiner agreeing to be nominated for the role, the requisite documentation and evidence will be collected and verified (and retained) by Schools as part of the pre-approval process. Schools will also collect bank details information to enable fees and expenses to be paid.

Prior to submission for approval, Schools should undertake the Right to Work in the UK process for any potential new External Examiners, as no appointments can be approved until these checks have been undertaken. In addition, Schools should also assure themselves that there are no conflicts of interest. Schools should also ensure that External Examiners complete the New Staff Details Form. Relevant Declaration to Work in the UK, Conflict of Interest and New Staff Details documentation can be found on the Forms section on the External Examiner website

<https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm>

Full details on how to conduct a right to work check, including which documents are acceptable evidence Are contained in the guidance document 'Immigration and Eligibility to work in the UK':

<https://www.hw.ac.uk/services/docs/immigration-and-eligibility-to-work-in-uk.docx>

Once the pre-approval processes have been undertaken, recommendations for the appointment of new External Examiners should be made by Schools on the *Nomination Form for External Examiners for Taught Programmes* available at <https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm> (see under Forms section). See section 10 of the *External Examiner Handbook* for full details of completing and submitting the *Nomination Form*. The nomination form has a check box for the School to either confirm that the Right to Work check has been completed, or that this is not required as the External Examiner will not be visiting the UK.

3. Contact Details in Schools

School	Contact Details
Energy, Geoscience, Infrastructure and Society (EGIS)	Egis-hr@hw.ac.uk
Engineering and Physical Sciences (EPS)	EPST&LA@hw.ac.uk
Mathematical and Computer Sciences (MACS)	j.p.gunn@hw.ac.uk
Social Sciences (SS)	p.gerrard@hw.ac.uk
Textiles and Design (TEX)	g.poddubecki@hw.ac.uk
Edinburgh Business School (EBS)	Angela.oreilly@ebs.hw.ac.uk
