<<Date>>

Name

Address Line1

Address Line 2

Town

County

Postcode

Dear <<Name>>

**LETTER OF ENGAGEMENT FOR SERVICE AS EXTERNAL EXAMINER**

Programme:

Tenure:

I am pleased to inform you that the TEC Partnership’s Academic Authority and Standards Senior Committee have approved the recommendation that you be invited to act as External Examiner for the above programme. I am therefore formally offering you an engagement for the period stated above.

Please note that this offer of engagement is not a contract of employment and is made on the basis that there are no current conflicts of interest that could influence the independence of your judgements as an External Examiner.

We would be grateful if you could advise us immediately if:

* you become significantly involved in substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question;
* your employment status changes, for example a change of employer; and/or
* any changes of circumstances that you feel may potentially put you in a position to influence significantly in the future of students on the programme of study.

This engagement requires you to be involved in the assessment procedures for modules as well as for decisions regarding progression and final classification.

Your requirements as an External Examiner are laid out in the Code of Practice Board of Examiners and External Examiners, attached. More details of the particular requirements will be made available from the individual academic department.

<<Name>>

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The gross fee for this engagement is £400 per year. Fees are awarded on sign off of results following exam boards and submission of your annual report accompanied by an invoice. Due to the importance of the annual report to our management of quality and standards, where we do not receive an annual report from an External Examiner, this may result in termination of the engagement.

Please print off two copies of this letter of engagement, sign both copies, keep one for your records and return a scanned copy of the letter with your signature on to [heqa@tecpartnership.ac.uk](mailto:heqa@tecpartnership.ac.uk) as soon as possible to confirm your acceptance of our offer.

In addition, please also complete the Reply slip requesting bank details, National Insurance number and other mandatory information as required by HM Revenue & Customs and return to the email address given above.

Please note that in order to conform to United Kingdom Visas and Immigration regulations, the TEC Partnership is required to check that all of its External Examiners have a right to work in the UK prior to the commencement of any External Examiner activities. Therefore, would you please scan and email a copy of the photograph page of your passport in order for our Human Resources Department to verify.

I do hope that you will accept the invitation and I look forward to hearing from you.

Yours sincerely,

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Nathan Michael

Academic Registrar

I am/am not able to accept your offer to serve as an External Examiner at the TEC Partnership

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| --- | --- | --- | --- |
| Signed |  | Date |  |