

EXTERNAL EXAMINER APPLICATION FORM

The London Institute of Banking & Finance sees the role of the External Examiner as one that is key to the establishment and maintenance of the quality standards associated with The London Institute of Banking & Finance Higher Education programmes and awards.

It is therefore concerned to ensure that it recruits the most appropriate people to serve as External Examiners who during their tenure will add value to The London Institute of Banking & Finance's provision in the Higher Education arena.

Prospective External Examiners should complete this form as comprehensively as possible including Appendix A at the very end of the form. If you have any queries please do not hesitate to contact the Quality, Policy and Regulation team to discuss any aspect of your application. The completed form should be returned to the Quality, Policy and Regulation team at The London Institute of Banking & Finance, at the address given on page 5. The application process then proceeds via The London Institute of Banking & Finance Academic Standards and Quality Committee, in line with criteria set down by The London Institute of Banking & Finance Academic Board.

1. Personal details of applicant:

Title: Surname:

Forename(s):

Present post / position:

Current employer:

Address for correspondence:

Postcode:

Telephone number:

Mobile number:

Fax number:

Email address:

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2. Qualifications:	
(a) Higher Education <i>Colleges/Universities attended</i>	<i>Qualifications gained (with dates):</i>
(b) Professional qualifications <i>Professional body:</i>	<i>Qualifications / membership status, (with dates):</i>
3. Academic experience within the HE sector:	
<i>Employer:</i>	<i>Post(s), (with dates):</i>
4. Industry experience:	
5. Do you have / have you had any current or previous association with The London Institute of Banking & Finance? If yes, please give details including nature of the role, contacts within The London Institute of Banking & Finance, dates etc.	
6. Current External Examiner appointments (for University or other body): Please include names of institution(s), course / programme titles, level, dates and period of appointment. <i>(N.B. The London Institute of Banking & Finance External Examiners will normally hold no more than two concurrent substantial External Examinerships, including the one for The London Institute of Banking & Finance).</i>	
7. Previous External Examining experience: Please provide details of any External Examining experience during the previous ten years, including names of institution(s), course / programme titles, level, dates, period of appointment.	

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8. Additional relevant experience: <i>(please delete as appropriate)</i> Where the answer is YES, please give details	
(a) Internal examining (e.g. on similar programmes / modules etc in related subject areas. Note that applicants are normally be expected to have considerable experience as an internal examiner at the Level for which they are applying to be an External)	YES / NO
(b) Development of assessment tools (e.g. on similar types of programmes in related subject areas)	YES / NO
(c) Range of teaching delivery modes (e.g. distance learning, flexible learning, open learning, e-learning etc)	YES / NO
(d) Experience of students with different backgrounds (e.g. international students, mature students, part-time students, students in employment)	YES / NO
9. Research and related scholarly / professional activity / consultancy: Provide a brief account of the main activities during the last five years in terms of research and other scholarly activity, focussing ONLY on that related to either or both of (a) the module/s in which you are applying to be an External Examiner; (b) pedagogically related research and scholarship, particularly related to assessment and quality assurance. Please list with dates, any recent publications (books, articles in referred academic or professional journals).	
10. QAA review experience: Please provide details of any engagement with external QAA activities, e.g. in terms of validation or review experience.	
11. Reason for interest in the post: Please provide a brief statement giving the reasons for your interest in this post and outlining what you would expect to bring to it.	

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12. References

Please provide the contact details of two referees who can confirm your professional / academic experience. **Note:** At least one reference should be from a Higher Education Institution.

Name

Title

University

Address

Town

Post code

Telephone no

Email address

**Capacity in which the
referee has known you**

**Number of years referee
has known you**

Name

Title

University

Address

Town

Post code

Telephone no

Email address

**Capacity in which the
referee has known you**

**Number of years referee
has known you**

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DATA PROTECTION

I consent to The London Institute of Banking & Finance using and storing the information contained on this form in accordance with the Data Protection Act 1998.

DECLARATION

I certify that the information given is, to the best of my knowledge, complete and accurate and I understand that if any statement is subsequently found to be false or misleading my contract may be terminated.

Signature of applicant:

Date:

Please return the completed form to:

Quality, Policy and Regulation
The London Institute of Banking & Finance
4-9 Burgate Lane
Canterbury
Kent
CT1 2XJ

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APPENDIX A

ADDITIONAL INFORMATION

Our commitment to equal opportunities

(Please note that a copy of this form will be filed separately in our records)

The London Institute of Banking & Finance is committed to an equal opportunity policy with regard to recruitment and will assess applicants without regard to disability, race, sex or age. To enable The London Institute of Banking & Finance to monitor this policy this application form includes questions relating to these topics.

Please provide the information below (please tick as appropriate):

Gender: Female **Male** **Date of birth**

Have you a disability that you would like us to know about? Yes No

If yes, please describe

If you have a disability what adjustments, if any, can we make to assist your application?

Please tick the box which best describes your ethnic origin

White British	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>	Black/Caribbean	<input type="checkbox"/>
White & Asian	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	Black/African	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Indian	<input type="checkbox"/>		

Other (please specify)