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| **Student Business Briefing Note: PGR External Examiner Nomination/Appointment (003)** |
| **Date of Issue: 21/06/17** |
| **Rationale: To comply with Home Office regulations regarding Right to Work in the UK** |
| **Intention of Briefing Note: For Information and action where appropriate** |
| **Briefing Note issued by***:* **Margaret Blackwood** |
| We have been advised by the University HR department that our previous practice of obtaining a declaration of Right to Work in the UK at appointment stage, followed by verification of Right to Work in the UK when the external examiner attends the viva, does not comply with Home Office regulations. As such, the declaration has been removed from the external examiner appointment form. In accordance with Home Office regulations as laid out in [“An employer’s guide to right to work checks”](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/571001/Employer_s_guide_to_right_to_work_checks.pdf), the host department/work requestor must carry out a right to work check **before** a person is employed, to ensure that they are legally allowed to do the work in question. In the case of an external examiner the right to work check should now be carried out by the host department at the nomination stage, before the appointment is made, and before the thesis is sent to the external examiner. For further information and guidance please refer to the [University website](http://www.strath.ac.uk/exams/externalexaminers-postgraduateresearch/) and our [SharePoint site](https://moss.strath.ac.uk/inst/studentlifecycle/exams/SitePages/PGR%20EE%20fees%20and%20expenses.aspx?WikiPageMode=Edit&InitialTabId=Ribbon.EditingTools.CPEditTab&VisibilityContext=WSSWikiPage). This change is effective immediately. |
| If you have any queries please contact: Margaret Blackwood: margaret.blackwood@strath.ac.uk , ext 2903 |