

<<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 Grimsby Institute Group's HE Progression and Standards 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.

The gross fee for this engagement is £400 per year. Fees are awarded on 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.

Grimsby Institute, Nuns Corner, Grimsby, North East Lincolnshire, DN34 5BQ. United Kingdom  
Tel: +44 (0)1472 311 222 Email: [infocont@grimsby.ac.uk](mailto:infocont@grimsby.ac.uk) [www.grimsby.ac.uk](http://www.grimsby.ac.uk)

Principal: Debra Gray BSc, MA, MSc, PGCE

**Vision:**  
Inspiring, Innovative  
and Outstanding

**Mission:**  
Our mission is to enrich the lives  
of all by providing high-quality,  
responsive education  
and training

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 [hega@grimsby.ac.uk](mailto:hega@grimsby.ac.uk) as soon as possible to confirm your acceptance of our offer. Alternatively, please return one signed copy of this letter by post to the HE Quality office.

In addition, please complete the following to the HE Quality office as soon as possible

- Reply slip requesting bank details, National Insurance number and other mandatory information as required by HM Revenue & Customs.
- New Supplier Form to enable payment through our Finance department.

Please note that in order to conform to United Kingdom Visas and Immigration regulations, the Grimsby Institute Group 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, on your first visit to the Grimsby Institute Group you must bring 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,



Nathan Michael  
Academic Registrar



I am/am not able to accept your offer to serve as an External Examiner at the Grimsby Institute Group

Signed.....

Date.....