

Dear External Examiner

Documentation Request – Employment as an External Examiner

I am writing to you to explain that we are required by the Home Office to verify the 'right to work' of any person who undertakes any work at Ulster University. Guidance has been produced following recent detailed consultation with both the Home Office and Universities UK (UUK).

I am aware that you may have previously undertaken paid employment as an External Examiner without the need to provide proof of your 'right to work'. However, through recent consultation with the Home Office and UUK it has become apparent that we are required to verify the 'right to work' of all individuals employed by the University irrespective of the length or nature of the employment or the fact that the individual is already employed by another Higher Education Institution. Failure of the University to comply with guidance could result in the University being subject to a fine, being downgraded from our Category A rating or losing our sponsorship licence altogether. The loss of our sponsorship licence would mean that the University would no longer be able to employ individuals who are not nationals of the European Economic Area (EEA) or to make offers to students who are likewise not EEA nationals. To enable the University to continue to offer you paid employment I am writing to advise you of the requirement for you to provide relevant documentation that verifies your 'right to work' in the UK.

The whole area of the appointment and payment of External Examiners has been difficult and UUK have been working hard to seek an effective solution to enable institutions to appoint and pay External Examiners within the new immigration rules, but without the need to treat these appointments as new jobs, which is the interpretation that Home Office are currently applying to their engagement.

Ulster University can engage External Examiners who are UK or EEA nationals. The External Examiner's 'right to work' (where they are a UK or EEA national) has to be established before a contract can be given and payment can be made.

Therefore, we would be grateful if you could provide a copy of the relevant proof of eligibility to work in the UK in order that we may establish the contract and arrange for payments to you. Please note that the Chair of the Board of Examiners will verify these documents at the oral examination, so you should bring the originals with you when you attend the oral examination. One of the following documents is required:

- A current passport showing the holder is; (a) a British citizen, (b) a citizen of the UK and colonies having the right of abode in the UK, or (c) a national or a European Economic Area country or Switzerland [a national identity card may be used instead of a passport].
- A residence permit registration certificate or document certifying or indicating permanent residence, issued by the Home Office to a national of an EEA country or Switzerland or a family member of that national.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

If you cannot provide us with one of the above documents, you can prove your eligibility by providing one of the following combinations of documents:

- An official document issued by a previous employer or Government agency which contains the permanent National Insurance number and name of the person, e.g. P45, P60, NI card, letter from a Government agency, etc.

plus one of the following:

- an immigration status document issued by the Home Office to the holder with an endorsement indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, **OR**
- a full birth certificate issued in the UK, Channel Islands, the Isle of Man or Ireland which includes the name(s) of at least one of the holder's parents, or
 1. a full adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland which includes the name(s) of at least one of the holder's adoptive parents, or
 2. a certificate of registration or naturalisation as a British citizen, or
 3. a letter issued by the Home Office to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK.

This letter should hopefully provide clarification as to why we have to seek proof of the 'right to work' of anyone undertaking any type of work for the University irrespective of the length or nature of that work. The Faculty Research Graduate School will provide you with further information on where to send the copies of your evidence and we will then be in a position to confirm your contract with the University.

Ulster University fully appreciates your co-operation in undertaking our duties to comply with the Home Office immigration regulations and would like to apologise for any inconvenience that these additional requirements may place on you.

Yours sincerely

Gwen McCracken
Administrative Manager (Research Students)
Research Student Administration