



The
University
Of
Sheffield.

Recruitment &
Selection
Coordinators
Network.

**Recruitment & Selection Network Coordinators' Network
Update Email: 15 June 2012**

**R&S Network Update - Eligibility to Work for External
Examiners**

Dear R&S Network Members,

Eligibility to Work for External Examiners

On the 6 April 2012 the Government introduced the new visitor route (permitted paid engagements). This is a category for a limited group of migrants including; External Examiners and Visiting Lecturers, to come to the UK for up to 1 month without the need to be sponsored under the points-based system.

Following this announcement and the further guidance the UK Border Agency (UKBA) have provided for this group, it is important that the University checks that all External Examiners have the correct eligibility to work in the UK and that this is confirmed on the nomination form.

External Examiners should be asked to provide a copy of their passport or another approved document as proof of their eligibility to work in the UK. Further guidance on the range of documents the UKBA consider to be acceptable proof of eligibility to work in the UK, can be found at: <http://www.shef.ac.uk/hr/recruitment/guidance/eligibility/candidates>. It is important that copies of documentation should be signed and dated as evidence these checks have taken place and retained securely within the department for audit purposes.

If the External Examiner has a work permit or certificate of sponsorship for another UK University, or it appears from the documentation provided that they are not eligible to work in the UK contact your HR Team for further guidance.

Please find attached a Guidance Note for Departments on carrying out eligibility to work checks for External Examiners for information.

Best wishes,

Natalie

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To access free, 24 hour practical advice, information, support and counselling, call helpU on 0800 068 6729 or visit <http://www.sheffield.ac.uk/hr/wellbeing/info/helpu>.

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