

**Research Degrees**

**External Examiners and External Supervisors: Eligibility to Work in the United Kingdom**

## How this policy applies to you

As required by the Asylum, Immigration and Nationality Act 2006, all people appointed to undertake work for The Open University must provide evidence of their right to work in the United Kingdom. If you have been offered an appointment as an external examiner or external supervisor for an Open University research student, we ask that you present the applicable *original* documents in person for checking and copying prior to the start of your appointment. The process for arranging the document checks depends on which role you are undertaking, as explained below.

### External Examiners

When you are nominated as an external examiner, you will be required to send us an up-to-date CV. When you send this to us, you should also send a scanned copy or photocopy of your evidence of your right to work in the UK. A list of acceptable documents is given below. When you come to the Open University campus to attend the examination, you must arrange a brief meeting with Resourcing Hub (HR) to present your original documents for certifying. Alternatively, you can do this online with the Resourcing Hub at any time prior to the day of the examination. The Resourcing Hub will contact you directly to arrange this check.

We value your work to support our research students and we aim to make these checks as easy as possible. If you are unable to show us at least one of the acceptable documents listed below, you may not be able to take up your appointment and we may withhold your fee.

### External Supervisors

When you are nominated as an external supervisor, you will be required to send us an -up-to-date CV. When you send this to us, you should also send a scanned copy or photocopy of your evidence of your right to work in the UK. A list of acceptable documents is given below. Before you take up your appointment, you must arrange to have your documents checked by Resourcing Hub (HR). They will contact you directly to arrange your check.

We value your work to support our research students and we aim to make these checks as easy as possible. If you are unable to show us at least one of the acceptable documents listed below, you may not be able to take up your appointment and we may withhold your fee.

Resourcing-hub@open.ac.uk

 **Documents accepted as proof to work in the United Kingdom**

# LIST A – Documents which show an ongoing right to work

### One of the following original documents is required:

* A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or citizen of the UK and Colonies having the right of abode in the UK.
* A passport or national ID card showing the holder, or a person named in the passport as the child of the holder, is a national of a country within the EEA or Switzerland.
* Residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency or the UKBA to a national of a country within the EEA or Switzerland.
* Permanent residence card issued by the Home Office, the Border and Immigration Agency or the UKBA to the family member of a national of a country within the EEA or Switzerland.
* Biometric Residence Permit issued by the UKBA to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
* 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 an individual is unable to provide a document from the above list, further List A documents are as follows but **must be produced in combination with** an official document giving the person’s National Insurance Number and their name (e.g. P60, P45, NI card) issued by a previous employer or Government agency:

* An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UKBA to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
* A full birth certificate issued in the UK which includes the name(s) of at least one of the holder’s parents.
* A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s adoptive parents.
* A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
* An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
* A certificate of registration or naturalisation as a British citizen.
* A letter issued by the Home Office, the Border and Immigration Agency or the UKBA to the holder which indicates that the person is allowed to stay indefinitely in the UK.

If an individual is unable to provide a document from list A, they must provide one from list B.

# LIST B – Documents which show a right to work for up to 12 months

Employers are required to recheck these documents at least once every 12 months or at the point of expiry if this is within 12 months.

### One of the following original documents is required:

* A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
* Biometric Residence Permit issued by the UKBA to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question.
* A residence card or document issued by the Home office, the Border and Immigration Agency or the UKBA to a family member of a national of a country within the EEA or Switzerland.

If an individual is unable to provide a document from the above list, further List B documents are as follows but **must be produced in combination with** the other document listed:

* A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency or the UKBA when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UKBA to the holder or the employer or prospective employer confirming the same.
* Certificate of Application issued by the Home Office, the Border and Immigration Agency or the UKBA to or for a family member of a national of a country within the EEA or Switzerland stating that the holder is permitted to take employment which is less than six months old **when produced in combination with** a positive confirmation letter from the UKBA Employer Checking Service.
* Application Registration Card issued by the Home Office, the Border and Immigration Agency or the UKBA stating that the holder is permitted to take employment, **when produced in combination with** a positive confirmation letter from the UKBA Employer Checking Service.
* An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UKBA to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person’s National Insurance Number and their name (e.g. P60, P45, NI card) issued by a previous employer or Government agency
* A letter issued by the Home Office, Border and Immigration Agency or UKBA to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question **when produced in combination with** an official document giving the person’s National Insurance Number and their name (e.g. P60, P45, NI card) issued by a previous employer or Government agency.