## Picture 1, PictureChanges to Appointment Checklist

Use the following checklist to ensure you have all the information needed when completing the Change to appointment form.

​​☐​ Nominee details (title, name, position, institution/affiliation), professional email address)

Academic year change takes effect

Whether the appointment will be extended for a year (5th year)

Whether a change of remit in programmes or modules is made

Full programme codes

Full programme titles

Module codes (if appropriate - should you want to nominate an EE only looking at a range of modules)

Module titles (if appropriate – should you want to nominate an EE only looking at a range of modules)

Fee band change?

Reason(s) for change to appointment (including confirmation that the change is still in line with the [Policy](https://newcastle.sharepoint.com/sites/EducationalGovernanceTeam/Internal_web_docs/Forms/AllItems.aspx?id=%2Fsites%2FEducationalGovernanceTeam%2FInternal%5Fweb%5Fdocs%2FExternal%20Examiners%2Fqsh%2Dextexam%2Dpolicy%2Epdf&parent=%2Fsites%2FEducationalGovernanceTeam%2FInternal%5Fweb%5Fdocs%2FExternal%20Examiners), see sections 17 and sections 19-25).

**Please note -** Before starting to complete the online form, ensure you have approval from Board of Studies chair and Head of School. By submitting the form, you confirm you have had consideration and approval

Please download a copy of this form and edit it rather than editing directly into the online document.

**Document last modified by EPGS, June 2025**

This document is intended for: School Administrators

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**Version History**

**Version:** 1.0 **Date:** 06 June 2025 **Details:** First version of the document for the online change to appointment process.