**External examiners:** Change to appointment template

*For assistance in completing this form please refer to Section 3 of the* [University’s Policy and Procedure for External Examiners of Taught Programmes](https://newcastle.sharepoint.com/%3Ab%3A/r/sites/EducationalGovernanceTeam/Internal_web_docs/External%20Examiners/qsh-extexam-policy.pdf?csf=1&web=1&e=ZDmIqg)*. Guidance on fees can be found on the Exams Office* [*webpages*](https://www.ncl.ac.uk/exams/staff/?_gl=1*xu5s05*_up*MQ..*_ga*Njc3OTYzNTE1LjE3Mzg2Njg1OTg.*_ga_VH2F6S16XP*MTczODY2ODU5OC4xLjEuMTczODY2ODYwNi4wLjAuMTM4NjA2ODcy#RXh0ZXJuYWwlMjBFeGFtaW5pbmc=)*.*

**Please note**: Required fields are marked with an asterisk \*

**PROVISION:**

1. Faculty and School\* Choose a Faculty & School
2. School Contact(s)\*

Please provide the email address of the colleague or role account you would like us to liaise with about this nomination

Click or tap here to enter school contact(s)

1. Examiner Title**\*** -enter title here

Examiner First Name**\*** - enter first name here

Examiner Last Name**\*** -enter last name here

Examiner Position**\*** -enter nominee position here

Examiner Institution/Professional Affiliation\* -enter here

Examples: Sheffield University, Queens Mary University of London. Please provide organisation name if the examiner is from industry.

Examiner Institutional/Professional Email Address**\***

Click or tap here to enter Email Address

1. Academic Year Change(s) takes effect\* choose year
2. Will the appointment be extended by a year (5th year)?\* **Yes** [ ]  **No** [ ]
3. Will a change in programmes/modules be made to the appointment?\*

**Yes** [ ]  **No** [ ]

1. Programme Code(s) and Title(s) - Please outline programme(s) to be added/removed\*

E.g. W300 BA (Hons) Music. If more than one, separate with a comma, e.g. W300 BA (Hons) 5811F/P Master of Music. Please include programme variants i.e. study abroad and placement.

Click or tap here to enter programme titles and codes

1. Module(s) and Codes(s) - please outline module(s) and code(s) to be added/removed (If applicable)

If the examiner only looks at a range of modules, list them here.

Click or tap here to enter module titles and codes

1. Will the fee change as a result of the above? **Yes** [ ] **No** [ ]
2. If **YES**, please indicate the fee payable to this external examiner.

Choose a fee amount

1. Reason for change(s) to appointment.

Please give the reasons why you are requesting an extension/change to the external examiner’s appointment. Please ensure that the appointment will continue to conform to the requirements as set out in Section 3 of the University’s Policy and Procedure for External Examiners of Taught Programmes.

Click or tap here to enter reason for change

**APPROVAL**

By submitting this form, you confirm that you have had Board of Studies consideration and approval for this change\*

**Name of Chair of board of Studies:** Enter name here **Date of approval:** Enter date here

By submitting this form, you confirm that you have had consideration and approval by the Head of Academic Unit for this change\*

**Name of Head of Academic Unit:** Enter name here **Date of approval:** Enter date here

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

Please use the completed entries in this template to complete the online external examiner appointment form.