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| --- | --- |
| **EXTERNAL EXAMINER (UNDERGRADUATE & TAUGHT POSTGRADUATE):**  **CHANGE TO APPOINTMENT FORM** | **Newcastle_Master_Blk** |

*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/:b:/r/sites/EducationalGovernanceTeam/Internal_web_docs/External%20Examiners/qsh-extexam-policy.pdf?csf=1&web=1&e=tYZOzL)*.*

**SECTION A – PROVISION FOR WHICH THE EXTERNAL EXAMINER IS CURRENTLY APPOINTED**

|  |  |  |
| --- | --- | --- |
| **A1** | Academic Unit: | Choose an item. |
| **A2** | Title of programme(s) or module(s):  *(please include full titles and codes)* |  |

**SECTION B – DETAILS OF THE EXTERNAL EXAMINER**

|  |  |  |
| --- | --- | --- |
| **B1** | Name and Title: |  |
| **B2** | Institution (and professional affiliation if applicable): |  |
| **B3** | Nominee’s full correspondence address: |  |
| **B4** | Nominee’s email address: |  |
| **B5** | Nominee’s telephone number: |  |

**SECTION C – CHANGE REQUESTED**

|  |  |  |
| --- | --- | --- |
| Programme change |  | complete sections C-G |
|  |  |  |
| Extension to appointment (5th year) |  | complete sections D-G |
|  |  |  |
| *The Academic Unit confirms that they have received agreement from the external examiner and that they agree to an extension/a change to their appointment.* | | |

**SECTION C – PROPOSED CHANGES TO PROGRAMMES**

Please include the full title(s) and programme or module code(s)

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|  |

**SECTION D – EXTERNAL EXAMINER’S FEE**

|  |  |
| --- | --- |
| Will the fee change as a result of the above? | Choose an item. |
|  |  |
| If YES, please indicate the fee payable to this external examiner. Click [here](https://www.ncl.ac.uk/exams/staff/externalexamining/) for guidance. | Choose an item. |

**SECTION E – REASON FOR CHANGE TO APPOINTMENT**

Please give the reasons why you are requesting a 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*](https://newcastle.sharepoint.com/:b:/r/sites/EducationalGovernanceTeam/Internal_web_docs/External%20Examiners/qsh-extexam-policy.pdf?csf=1&web=1&e=tYZOzL).

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**SECTION F – APPOINTMENT DATES AS EXAMINER**

|  |  |
| --- | --- |
| Effective from date |  |
|  |  |
| Revised end date |  |

**SECTION G – SIGNATURES**

|  |  |  |
| --- | --- | --- |
| **Confirmation of Board of Studies consideration:** | | |
| **Signature of Chair of BoS:** |  | |
| **Name:** |  | |
| **Date:** |  | |
| **Approval by Head of Academic Unit (or nominee):** | | |
| **Signature:** |  | |
| **Name:** |  | |
| **Date:** |  | |
| **Approval by Chair of Faculty Education Committee:** | | |
| **Signature:** | | |
| **Name:** | | |
| **Date:** | |  |
| If any exemptions from the standard appointment criteria are requested:  **Approval by Pro-Vice-Chancellor Education:** | | |
| Signature: |  | |
| Date: |  | |
| **Date forwarded to EPGS:** |  | |

|  |  |
| --- | --- |
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| Intended for use by: | Degree Programme Directors  Chairs of Boards of Studies  School Managers/Administrators  Faculty Learning and Teaching Teams |
| Contact: | [ext.examiners@newcastle.ac.uk](mailto:ext.examiners@newcastle.ac.uk) |