

**External Examiner System (Taught Provision)**

**Request for Extension of External Examiner Appointment Beyond Four Years**

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| **Name of Examiner** |  |
| **School** |  |
| **Programme(s)** |  |
| **Academic Year of extension request** |  |

Please note that extensions of appointment for a fifth year are only granted in **exceptional circumstances** and have to be formally scrutinised and approved by the Pro-Vice-Chancellor (Curriculum, Teaching and Learning) or their nominee.

Extensions should not be requested unless the School or Curriculum & Quality Department has received confirmation from the external examiner that they are able to continue.

**Section 1 – Previous Reports**

Please confirm all previous reports have been received from the external examiner.

**Yes / No** (if no please contact Curriculum & Quality Department all reports will need to have been received in order to grant an extension)

**Section 2 – Reason for requesting the extension of appointment**

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| [If the extension request is for the external examiner to see a programme out through a wind-down phase please indicate this and give an estimate as to how long the process will take] |

**Section 3 – Appointment Details**

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| [please indicate if there are to be any changes to the appointment for the duration of the extension e.g. fee level)] |

**Section 4 – School-level confirmation of extension request (Executive Dean of School or nominee)**

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| Name: | Date: |

The form should now be sent to the Pro-Vice-Chancellor (Curriculum, Teaching and Learning) or their nominee for scrutiny and approval at University-level

**Section 5 – University-level approval**

I can confirm the extension of appointment request has been scrutinised at University-level.

*(Please delete as appropriate\*)*

The extension of appointment is – **supported at University-level**

The extension of appointment has **not been supported at University-level**

Comments from Pro-Vice-Chancellor (Curriculum, Teaching and Learning)

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| Please include in this box any comments you wish to be noted about the extension request. |

|  |  |
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| Signed: | Date: |

This form should now be forwarded to Curriculum & Quality Department for central storage.

Contact Details

Email: [j.reid@ucb.ac.uk](mailto:j.reid2@ucb.ac.uk)

Tel: 01210 604 1000 ext 2427

Curriculum & Quality Department