**Application for an Extension of Appointment or Additional Duties**(for approved External Examiners for a taught course)

This form should only be used to propose modifications to an existing External Examiner’s appointment. A separate form is available to propose new appointments.   
The completed form should be returned to the Head of School for agreement and then sent to [quality@rau.ac.uk](mailto:quality@rau.ac.uk).

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| School completing this form: | |
| School contact: *(name, email)* |  |
| Head of School (or nominee): | Name: |
| Signed: |
| Date: |

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| Section A: External Examiner details *(to be completed by the School)* | |
| Name and title: |  |
| Current post: |  |
| Higher Education Institution  (incl. department), or place of work: |  |

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| Nature of Modification *(to be completed by the School)* | |
| Section B: Extension to appointment | |
| Extension of appointment: | Yes  No |
| Current dates of appointment: |  |
| Period of proposed extension that is required: |  |
| Rationale for proposal: |  |
| Did the External Examiner agree to the extension of tenure?  *(please attach email confirming this)* | Yes  No |

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| Section C: Extension of additional duties | |
| Present programmes/modules allocated to this External Examiner: |  |
| Additional duties to undertake (provide full details of additional programme(s), module(s) to be covered: |  |
| Rationale for proposal: |  |
| Period of proposed extension of duties that will be required: |  |
| Is this a collaborative provision arrangement? | Yes  No |
| Name of collaborative partner: |  |
| Will the External Examiner be required to attend an additional Exam Board: | Yes  No |
| Will a separate External Examiner Report be required for the additional areas covered? | Yes  No |
| Did the External Examiner agree to the extension of additional duties?  *(please attach email confirming this)* | Yes  No |

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| Academic Quality Office use only (for completion by Academic Quality Officer) | |
| Date request received |  |
| Decision of AQSC *(Any comments or clarification required?)* | Approved / Not Approved  Date: |
| Outcome notified to Head of School | Yes  No  Date: |
| Outcome notified to External Examiner and letter setting out extension to tenure or extension of duties sent | Yes  No  Date: |
| Outcome of extension to tenure / extension of duties notified to HR and IT Services | Yes  No  Date: |