

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 Dean of Subject for agreement and then sent to quality@rau.ac.uk.

Programme Leader completing this form:	
Programme Leader contact: (name, email)	
Dean of Subject (or nominee):	Name:
	Signed:
	Date:

Section A: External Examiner details <i>(to be completed by the Subject Cluster)</i>	
Name and title:	
Current post:	
Higher Education Institution (incl. department), or place of work:	
Nature of Modification <i>(to be completed by the Subject Cluster)</i>	
Section B: Extension to appointment	
Extension of appointment:	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>

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 <input type="checkbox"/> No <input type="checkbox"/>
Name of collaborative partner:	
Will the External Examiner be required to attend an additional Exam Board:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will a separate External Examiner Report be required for the additional areas covered?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did the External Examiner agree to the extension of additional duties? (please attach email confirming this)	Yes <input type="checkbox"/> No <input type="checkbox"/>

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 Dean of Subject	Yes <input type="checkbox"/> No <input type="checkbox"/> Date:
Outcome notified to External Examiner and letter setting out extension to tenure or extension of duties sent	Yes <input type="checkbox"/> No <input type="checkbox"/> Date:
Outcome of extension to tenure / extension of duties notified to HR and IT Services	Yes <input type="checkbox"/> No <input type="checkbox"/> Date: