External Examiner Appointment Amendment/Extension Form

The appointment of External Examiners’ should be in accordance with the guidance provided in the University[External Examining of Taught Programmes Policy](https://www.dundee.ac.uk/corporate-information/policy-and-code-of-practice-on-external-examining) including the Conduct of Examination Boards: [Guidance on the conduct of Boards of Examiners.](https://www.dundee.ac.uk/corporate-information/guidance-conduct-boards-examiners)

Where there is any doubt about the extension of the External Examiner appointment, there should be consultation with the Quality & Academic Standards team (qualityandacademicstandards@dundee.ac.uk).

This form, including the checklist in Section 2, should be completed and signed by the Programme Leader before passing to the relevant Dean or Associate Dean for Quality Assurance and Enhancement for approval. Once approved at School level, the School Office should ensure that the External Examiner’s contact details are added to the Administration Details section of the Appointment form before forwarding to the QAS Office.

#### Section 1: Proposed External Examiner details

|  |  |
| --- | --- |
| **School (and Division if applicable):**  |  |
| **External examiner’s name and title:** |  |
| **External examiner’s organisation, address, DoB, mobile number and email address** **(if different from original appointment)** |  |
| **Programme or modules to be added or withdrawn to current appointment: (amendments only)** |  |
| **Appointment start date:** |  |
| **Appointment extension – from (date):****Appointment end date:** |  |
| **Exceptional fee** | The standard fee is set at £300, as approved by QAEC, February 2025. If you have selected exceptional fee, please state the proposed fee amount below |
| **Please use the space below to make a case to the QAS office as to why an exceptional fee should be considered** |  |

#### Section 2: External Examiner Appointment Checklist

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | N/A |
| 1. Does the nominee come from the same department of the same institution as any other proposed or existing external examiners? |  |  |  |
| 2. Does the nominee currently hold more than one other external examiner role for taught programmes? |  |  |  |
| 3. Does the proposed extension go beyond the four-year maximum period of appointment?  |  |  |  |
| 4. Has the external examiner submitted annual reports regularly and promptly? |  |  |  |

|  |
| --- |
| If any of the checks do not meet the criteria above, a case should be made by the School tothe Director of Quality and Academic Standards. Summary of statement:Agreed byDirector QAS: Date:  |

**Programme Leader** (please print name):

Signature Date:

**Dean of School OR Associate Dean of Quality Assurance and Enhancement** (please print name):

Signature Date:

**Confirmation of appointment by the Quality Assurance and Enhancement Committee**

Director of QAS or nominee
on behalf of QAS Committee Date: