

**External Examiner**

**Extension of Appointment Form**

*This form should be used where you wish to extend the appointment of an external examiner for an*

*exceptional fifth year by mutual agreement with the external examiner.*

# SEB Details

|  |  |
| --- | --- |
| Faculty: | School/Institute: |
| Examination Board: | |
| Exam Board Chair | Deputy Exam Board Chair: |
| SEB Secretary/Professional Serviced contact (s): | |

# Details of External Examiner

|  |  |
| --- | --- |
| Name and Title of Nominee: | Original Appointment date:  **202**x **/202**x |
| Current Institution: | |
| Has this nomination been made in consultation and agreed with the Chair of the Exam Board? | |

# Rationale for the extension of the appointment

1) The SEB should provide a clear explanation for requesting an extension below. Extensions are permitted in exceptional circumstances only such as where a programme is coming to an end.

2) Is the Chair of the Exam Board satisfied that, to the best of their knowledge, there are no conflicts of interest which prevent the extension of the external examiner's contract for a fifth academic year?

Completed forms should be returned to ARCS - [Alice de Havillan](mailto:a.l.dehavillan@qmul.ac.uk?subject=External%20Examiner%20Nomination) - with a copy of the nominee’s CV.

# Approval (Dean and ARCS use only)

Dean of Education:

Comments of Dean:

Academic Secretariat

Date of approval:

Start date: