

**EXTERNAL EXAMINER ADDITIONAL APPOINTMENT OR AMENDED DUTIES FORM**

 **Section 1: Details of External Examiner**

|  |  |
| --- | --- |
| **Title:** | Click here to enter text. |
| **First name:** | Click here to enter text. |
| **Surname:**  | Click here to enter text. |
|  |  |
| **Current post:**  | Click here to enter text. |
| **Home institution:** | Click here to enter text. |
|  |
| **Postal address (if changed):** | Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
|  |  |
| **Email address :** | Click here to enter text. |

 **Section 2: Current External Examiner duties**

|  |  |
| --- | --- |
| **School name:**  | Click here to enter text. |
| **School contact:** | Click here to enter text. |
| **Partner organisation (if appropriate):**  | Click here to enter text. |

If the External Examiner is a Programme External Examiner, please state the programme award(s) and title(s) for which the Examiner is responsible and the level (i.e. UG or PGT). When referencing the programme, please use the **official title** as stated in **Campus Solutions**.

|  |  |
| --- | --- |
| **Programme award(s)/title(s):** | Click here to enter text. |
| **Level:** | Choose an item. |

If the External Examiner is a Subject External Examiner, please indicate the general subject area and units for which the Examiner is responsible, as well as, the level (i.e. UG or PGT). For the subject area, please provide the standard JACS code as stated in Campus Solutions.

|  |  |
| --- | --- |
| **Subject area:** | Click here to enter text. |
| **JACS code:** | Click here to enter text. |
| **Unit(s):** | Click here to enter text.  |
| **Level:** | Choose an item. |

|  |  |
| --- | --- |
| Is the responsibility for this programme(s) shared with other Programme External Examiners?  | [ ] Yes |
| [ ]  No |
|  |
| If yes, is the Examiner a ‘Chief Programme External Examiner’? | [ ] Yes |
| [ ]  No |

What are the original External Examiner’s appointment dates?

|  |  |
| --- | --- |
| **Start Date:** | Click here to enter a date. |
| **End Date:** | Click here to enter a date. |
|  |
| **Duration of appointment:** | Click here to enter text. |

 **Section 3: Proposed changes to current appointment**

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| --- | --- |
| Please select if this is an additional duties or change of duties request. | Choose an item. |
|  |
| If the change relates to additional duties, has the nominee been made fully aware of, and agreed to undertake, the [additional duties](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=22216) associated with their role? | [ ]  Confirmed |
|  |
| What date will the change of duties and/or additional duties start? |  |
|  |
| Has the nominee been made aware of the grounds for possible [termination](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=22216)? | [ ]  Confirmed |

If the External Examiner will be a Programme External Examiner, please state the programme award(s) and title(s) for which the Examiner will be responsible and the level (i.e. UG or PGT). When referencing the programme, please use the **official title** as stated in **Campus Solutions**.

|  |  |
| --- | --- |
| **Programme award(s)/title(s):** | Click here to enter text. |
| **Level:** | Click here to enter text. |
|  |
| **Is this a new programme?** | [ ] Yes |
|  | [ ]  No |

If the External Examiner will be a Subject External Examiner, please indicate the general subject area and units for which the Examiner will be responsible, as well as, the level (i.e. UG or PGT). For the subject area, please provide the standard JACS code as stated in Campus Solutions.

|  |  |
| --- | --- |
| **Subject area:** | Click here to enter text. |
| **JACS code:** | Click here to enter text. |
| **Unit(s):** | Click here to enter text.  |
| **Level:** | Choose an item. |

 **Section 4: Fee calculation**

Fee payment is made according to the examining load, which is measured in terms of the number of students and the number of dissertations marked. If the Programme Examiner is also a Subject Examiner, then a supplementary payment is made. Please refer to the External Examiner Fee Models on the TLSD website:

<https://www.staffnet.manchester.ac.uk/tlso/external-examiners/external-examiner-information-for-staff-/>

|  |  |
| --- | --- |
| **Current fee:** | Click here to enter text. |

|  |  |
| --- | --- |
| **New/additional duties** | **Fee** |
|  |  |
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|  |  |
| **Total + Current Fee** |  |

This nomination is proposed by the **Chair of the Examination Board**:

 **Section 5: Approval**

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| --- | --- |
| Click here to enter text. |  |
| Print name  | Signature (above) |
|  |  |
| Click here to enter text. | Click here to enter text. |
| Email | Phone |
|  |  |
| Click here to enter a date. |  |
| Date |  |

This nomination is supported by the **Head of School/Head of School Teaching, Learning and Student Experience, or equivalent**:

|  |  |
| --- | --- |
| Click here to enter text. |  |
| Print name  | Signature (above) |
|  |  |
| Click here to enter text. | Click here to enter text. |
| Email | Phone |
|  |  |
| Click here to enter a date. |  |
| Date |  |

This nomination has been considered and approved by the **Faculty** **Associate Dean/Vice Dean, or equivalent**:

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| Click here to enter text. |  |
| Print name  | Signature (above) |
|  |  |
| Click here to enter text. | Click here to enter text. |
| Email | Phone |
|  |  |
| Click here to enter a date. |  |
| Date |  |

**March 2021**