**External Examiner Extension of Appointment Period Request**

This form should be completed by the school/teaching unit and submitted to [Quality Assurance Team](mailto:qat@leeds.ac.uk). Guidance is provided in the External Examiner Handbook available on the on the [External Examiners website page](https://ses.leeds.ac.uk/externalexaminers).

| **Details** | |
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| School/Teaching Unit |  |
| School/Teaching Unit Contact |  |
| External Examiner |  |
| Institution of External Examiner |  |
| Email Address of External Examiner |  |
| Original Academic Years of Appointment[[1]](#footnote-2) | 20XX/XX to 20XX/XX |
| Requested Additional Academic Year | 20XX/XX |

| **Remit**  Please list all the programmes/modules for which the external examiner has oversight including variants as applicable. Please indicate if the programmes/modules contribute to an MSc programme that forms part of an integrated PhD or if the programmes/modules relate to a higher and degree apprenticeship programmes. |
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| **Rationale**  Please outline the reasons for the extension. Please note that the normal appointment period for external examiners is four academic years. Approval will only be given to extend the appointment period of an external examiner for a fifth academic year in exceptional circumstances. |
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| **Further Information**  Please provide any further information that would be useful to the Pro Dean in determining whether the extension should be approved. |
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| **Statement from Head of School**  I can confirm that to the best of my knowledge there are no reciprocal arrangements or conflicts of interest relating to this extension and that the workload of the remit remains appropriate[[2]](#footnote-3). | |
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| Head of School (Printed Name) |  |
| Head of School (Signature) |  |
| Date |  |

1. Please contact the Quality Assurance Team if you are unsure of the appointment dates. [↑](#footnote-ref-2)
2. External examiners should not normally expect to be asked to take sole responsibility for (a) programme(s) with more than 150 full-time equivalent (FTE) final year students. [↑](#footnote-ref-3)