**External Examiner Amendment of Duties 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 [External Examiner website page](http://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 |  |
| Academic Years of Appointment[[1]](#footnote-2) | 20XX/XX to 20XX/XX |

| **Current 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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| **Additional Remit**  Please list the programmes/modules being added to the remit of the external examiner. External examiners should not normally be asked to take sole responsibility for programme(s) with more than 150 full time students. |
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| **Rationale**  Please outline the reasons for the amendment. |
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| **Accreditation**  If the additional programmes are accredited by a Professional, Statutory or Regulatory Body (PSRB), please confirm that the external examiner meets the requirements specified by the PSRB for appointing external examiners, if appropriate, and that there are arrangements in place to verify that the criteria continue to be met throughout the appointment period. Please provide information about the criteria. |
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| **Current External Examiner**  If appropriate, please provide the name and institution of the current external examiner for the additional programme/modules. Please indicate whether the current external examiner is being replaced and if so, whether the current external examiner will complete the entirety of the appointment period. | |
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| Current External Examiner |  |
| Institution of Current External Examiner |  |

| **Further Information**  Please provide any further information that would be useful to the Pro Dean in determining whether the amendment 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 amendment and that the workload of the proposed remit is 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)