

Request for an extension / amendment to an external examiner's contract

This form should be completed in order to request an extension or an amendment to an external examiner's contract. Requests for an extension or an amendment will be authorised at school level, faculty / institute level and University level. All approved external examiners will be reported into Senate Quality Assurance and Enhancement Committee.

Please fill out all sections and return to: Quality Team, Registry, Oliver Second Floor, Regent's University London, Inner Circle, Regent's Park, London, NW1 4NS.
Alternatively, a scanned signed copy can be sent to: qualityoffice@regents.ac.uk.

Part 1: Details of the external examiner and their current responsibilities

Title	
Full name	
Current contract start and end dates	
Current responsibilities	

Part 2: Details of the extension and/or amendment request

2.1	Is this a request for an extension to the length of a current contract?	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.2	Is this a request to amend the current responsibilities of the external examiner, i.e. additional or reallocation of duties?	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.3	Has this request been agreed with the external examiner?	

Yes

No

2.4 Please provide a rationale for your request.

[Notes: In line with indicator 5 of Chapter B7 (External Examining) of the QAA UK Quality Code for Higher Education, external examiners' contracts can only be exceptionally extended for a maximum of one year to ensure continuity. Any changes to an external examiner's responsibilities must be detailed here, e.g. additional, or reallocation of, modules/programmes]

If the request is for a change in the responsibility of the external examiner, signatories accept that the nominated external examiner meets the criteria for appointment as set out in Section H of the Academic Regulations and Regent's University London's External Examiners' Code of Practice.

Part 3: Approval at School level

Head Of School / Assistant Dean		
Signature		
Print name		Date

Part 4: Approval at Faculty / Institute level

Associate Dean / Director of Faculty / Institute		
Signature		
Print name		Date

Part 5: Approval at Institutional level

Registrar, Registry		
Signature		
Print name		Date

Data Protection

The Data Protection Act 1998 requires us to notify external examiners that Regent's University London will keep information submitted in relation to their appointment on a central database. This information will be used for the University's internal and external quality assurance requirements and will not be disclosed for any other purpose.

It is a requirement of the Act that information processed about individuals is accurate. It is essential, therefore, that external examiners notify the Registry of any changes to personal details as soon as possible.