

# Taught External Examiner Appointment Extension Form

This form should be completed by a Faculty when proposing an extension to the appointment for an approved External Examiner for a fifth year. Extensions are only approved in exceptional and/or unforeseen circumstances.

*Prior to completing the form, the* [*guidance on the University’s requirements around External Examiner appointment*](https://www.stir.ac.uk/media/stirling/services/academic-registry/documents/Guidelines-for-the-Appointment-of-Taught-External-Examiners.docx)*s should be consulted.*

## External Examiner Details

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| **Name of External Examiner:****Current Institution:****Current Post:** |

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| **Please indicate which programme(s) and module(s) the extension is being sought for:** |

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| **Please provide details (including dates, department and institution), of any current or pending External Examiner appointments for a university or other body:**  |

## Extension Details

Period of extension being sought: (12 months maximum)

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| **From:**       | **To:** |

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| **Is the External Examiner willing to undertake an extension of appointment?:** Choose an item. |

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| **Rationale for extension of the appointment**(Please supply full details)      |

## Faculty Signature

**Programme Director**

Signature of the Programme Director to confirm that to the best of their knowledge the above information is accurate.

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| Signed:       | Date:       |

**Dean of Faculty**

Signature of the Dean of Faculty to confirm that they have reviewed the proposal and endorse it at Faculty level.

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| Signed:       | Date:       |

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| **Faculty administrator contact:**Name:        |

***Please return the signed form to the Academic Quality and Governance at:*** ***externalexaminers@stir.ac.uk***