#

#  FORM A(i)

# Taught Degree or taught components of a Research Degree

**Proforma for Extending the Duties of Current External Examiners**

## To be completed by Head of School or designated person with responsibility

**I wish to nominate:**

|  |  |
| --- | --- |
| **TITLE and NAME** |  |
| **POSITION & INSTITUTION** |  |
| **EXTERNAL EXAMINER FOR THE DEGREE(S):** |  |
| **FOR ACADEMIC YEAR** |  **20 \_ \_ / \_ \_** |

|  |  |
| --- | --- |
| **A RATIONALE FOR AN EXTENSION BEYOND 4 YEARS SHOULD BE GIVEN** (this will only be permitted with Quality & Standards Committee approval in exceptional circumstances for a 5th year maximum): |  |

To also serve as an External Examiner for the following degree(s) or serve as External Examiner for part of the following degree(s) / degree apprenticeships**:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TITLE OF DEGREE(S)****as stated in Campus Solutions (CS)** | **DAp\*** | **CS COURSE CODE(S)** | **QUALIFICATION(S) as stated in CS** | **CAMPUS** |
|  |[ ]   |  |  |
|  |[ ]   |  |  |
|  |[ ]   |  |  |
|  |[ ]   |  |  |
|  |[ ]   |  |  |
|  |[ ]   |  |  |

**\*Please select this box if this module also delivers to an apprenticeship standard qualification.**

***Only complete this section*** *if you have specific modules to be examined* ***that do not relate*** *to the degrees(s) within your School. For example: service teaching modules such as* Mathematics modules run for students in Engineering or other schools (HG1M11 or HG1MC1) or Inter Faculty language modules (LK34GA and LK34GB)*.*

|  |  |  |
| --- | --- | --- |
| **MODULE CODE(S)** | **TITLE OF MODULE(S)** | **CAMPUS** |
|  |  |  |
|  |  |  |

* I confirm that he/she is currently External Examiner for the same Course/Modules at the University of Nottingham in the UK.
* The nominee has confirmed a willingness to serve in accordance with the University’s Policy for the Appointment and Responsibilities of External Examiners and is not included in any categories or circumstances listed in Restrictions of Appointment. The nominee has not been a member of staff or a student at the University of Nottingham within the last five years.
* The appointment\* is renewable annually up to a normal maximum of four consecutive years' service.

|  |  |  |  |
| --- | --- | --- | --- |
| **HEAD OF SCHOOL SIGNATURE** |  | **DATE** |  |

|  |  |
| --- | --- |
| **SCHOOL/DIVISION** |  |

***Please return the form to:***

***external-examiners@nottingham.ac.uk***

***or***

***External Examiners***

***Student Services***

***Academic Processes***

***E Floor Portland Building***

***University Park***

*Link to Quality Manual on criteria and restrictions on appointment (section 4 and 5):*

[*http://www.nottingham.ac.uk/academicservices/qualitymanual/assessmentandawards/appointment-and-responsibilities-of-external-examiners.aspx*](http://www.nottingham.ac.uk/academicservices/qualitymanual/assessmentandawards/appointment-and-responsibilities-of-external-examiners.aspx)

*(Revised May 2021)*