**Application for changes to External Examiner appointment**

**Please complete this form electronically when proposed amendments to an external examiner duties will result in a reallocation of duties**

**Once completed please forward it to:** [**externalexaminers@napier.ac.uk**](mailto:externalexaminers@napier.ac.uk)

**Part 1: Summary details***(to be completed by School)*

**School of**

#### Full name of External Examiner

Surname:       Forename(s):       Title:

Institution:

1. **Details of current duties**

**Current Programme Duties**

|  |  |  |
| --- | --- | --- |
| *Programme Code* | *Programme Title* | *Programme Leader* |
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**Current Module Duties**

|  |  |  |
| --- | --- | --- |
| *Module*  *Code* | *Module Title* | *Trimester*  *Taught* |
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1. **Reallocation of duties**

Please detail in full the duties for which the external examiner will **now** have responsibility: *(i.e. should show any continuing current duties plus reallocated duties)*

**Reallocated Programme Duties**

|  |  |  |
| --- | --- | --- |
| *Programme Code* | *Programme Title* | *Programme Leader* |
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**Reallocated Module Duties**

|  |  |  |
| --- | --- | --- |
| *Module*  *Code* | *Module Title* | *Trimester*  *Taught* |
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Reallocation effective from session:

**PART 3: School Approval**

Please print your name to confirm your approval of this nomination.

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| --- | --- |
| As School Academic Lead, (Quality), I approve this change. | |
|  | Date |