

**Application to Extend the Period of Engagement of an existing External Examiner**

**This form must be completed by the nominating school / programme team, and not by the External Examiner.**

**SECTION 1: DETAILS OF THE EXTERNAL EXAMINER’S CURRENT ENGAGEMENT:**

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| **1.1** | **External Examiner details** |
| **Title:** |  |
| **Forename(s):** |  |
| **Surname:** |  |
| **Current post and place of work** (if retired or not currently in permanent employment, please indicate last post, with dates) |  |

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| **1.2** | **Please confirm all programmes with which are currently allocated to this External Examiner:***[Please add rows as necessary.]* |
| **Programme code** | **Programme Award** | **Programme Title** | **Programme School** | **Programme Faculty** | **Collaborative Partner (if applicable)** |
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*(Please add rows as necessary)*

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| **1.3** | **Where the list provided above involves programme in different Schools /Faculties, please confirm the owning School and Faculty for the engagement of this External Examiner:** |
| **School** | **Faculty** |
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**SECTION 2: DETAILS OF THE REQUESTED EXTENSION TO ENGAGEMENT**

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| **2.1** | **Please indicate the start/end dates for the External Examiner’s *current* period of engagement:** |
| **Start:** | [MM/YYYY] |
| **End:** | [MM/YYYY] |

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| **2.2** | **Prior to their initial engagement, has this External Examiner acted as an external panel representative for the Validation or Periodic Programme Review of the programmes with which they are engaged?** *NB – The period of engagement will not normally be extended for External Examiners who acted as External Panel Representatives prior to their start date as External Examiner.*  |
| **Yes** | **No** |
| [ ]  | [ ]  |

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| **2.3a** | **Dates of proposed extension to engagement** |
| **Extension of engagement requested until:***Please note - External Examiners should not be extended for more than a year, meaning that External Examiners who are granted extensions should not be appointed for more than 5 years in total.*  | [MM/YYYY] |
| **2.3b** | **Please provide a rationale for seeking to extend the External Examiner’s period of engagement:***In accordance with the guidance set out in Chapter 2 of the ‘Guidance for External Examining’, an Extension to Period of Engagement will normally only be approved:** + - *If the extension provides continuity within External Examiner teams, or if there is reason to allow a period of overlap between incoming and outgoing External Examiners.*
		- *If the extension provides continuity following a decision to close the recruitment to a programme.*
		- *If the External Examiner has had a period of leave (for example, maternity leave, long-term illness or sabbatical leave) during which alternative examining arrangements have been agreed by the External Examiner Panel.*

*For further details, please refer to the guidance provided in the University’s ‘Guidance for External Examining’ document, available* [*here.*](https://www.ljmu.ac.uk/academic-registry/staff/quality-and-standards/external-examining) |
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| **2.3c** | **If the application will extend the External Examiner’s period of engagement beyond five years please provide a rationale for this request:** |
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| **2.4** | **Does this extension request apply to all of the listed provision with which this External Examiner is currently engaged?**  |
| **Yes** | **No** |
| [ ]  | [ ]  |
| **If no, please specify which programmes from the External Examiner’s current engagement are to be excluded from this extension:** |
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**SECTION 3: DECLARATION FROM LIVERPOOL JOHN MOORES UNIVERSITY SCHOOL**

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| **The School confirms that:** * **This Extension of Period of Engagement form has been completed fully, accurately, and all of the responses above are correct.**
* **All of the applicable programmes have been included, and all details, programme titles and programme codes are correctly identified within this application.**
* **If applicable, the relevant representative from the collaborative partner has been consulted fully, and supports this extension to this External Examiner’s period of engagement**
* **The workload of this External Examiner is still considered by the School to be reasonable, appropriate and manageable**
 |
| **PROGRAMME LEADER SIGN OFF** |
| **Programme Leader (name):** |  |
| **Date endorsed:**  |  |
| **LINK TUTOR (or nominee) SIGN OFF** *[for collaborative programmes only]* |
| **Link Tutor (name):** |  |
| **Date endorsed:**  |  |
| **DIRECTOR OF SCHOOL SIGN OFF** |
| **Director of School (name):** |  |
| **Date endorsed:**  |  |

**SECTION 4: CONFIRMATION OF APPROVAL BY EXTERNAL EXAMINER PANEL:**

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| **Date of Approval by External Examiner Panel:** |  |