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| **External Examiners for Taught Programmes: Resignation** |

*The completed form should be sent to* [*external.examiners@soton.ac.uk*](mailto:external.examiners@soton.ac.uk)

Please complete this form if an external examiner requests to resign from their appointment. Please refer to the *External Examiner Procedures* for more information regarding resignation.

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| External examiner name |  |
| Faculty |  |
| School |  |
| Discipline/programmes affected |  |

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| **Overview of the reason for the resignation** *(please give details as to why this external examiner has requested to resign from their appointment. This will be noted on their record for information).* | |
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| Where an external examiner wishes to resign before the end of his/her term of office, they are requested to provide reasonable notice (at least three months) and complete their duties for the current year of appointment where possible. Immediate steps should be taken by the Programme Lead or Director of Programmes to identify a replacement. | |
| **Date the resignation is effective from (and any other relevant information):** | |
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| **Replacement arrangements:** | |
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| **Are there any outstanding payments to be made to the external examiner?** *(undergraduate only)*  **If yes, please provide details and dates** *(this will ensure the external examiner’s HR record remains live until final payment has been made).* | |
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| **Signed by Deputy Head of School (Education) or nominee e.g. Faculty Academic Registrar, Head of Taught Programme Administration or CQA Team Leader** |  |
| **Date** |  |