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| **External Examiners for Taught Programmes: Revision to appointment** |

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

Please complete this form if revisions to an external examiner’s current appointment is necessary, for example to add or remove programmes. This form is not required for changes to module allocations. Please refer to the *External Examiner Procedures* for more information regarding revision to appointment.

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| **PART I - To be completed by the Programme Lead or Director of Programmes** |

| **1. Details of External Examiner** | | |
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| Title: | Surname: | Forename(s): |
| External examiner’s home institution, including department (if changed): | | |
| Faculty: School: | | |
| List of programmes/modules currently examined: | | |
| Period of office: | | |
| **2.** **Overview of changes to appointment** | | |
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| **3. Rationale for change** | | |
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| 4. Reciprocity and other conflicts of interest *Please confirm that you have checked again, with academic staff in the relevant disciplinary areas that no reciprocal external examiner relationship will result from the change to appointment (i.e. no members of the School currently act as external examiners in the nominee’s own disciplinary area) or at the nominee’s home institution and that there are no other* *conflicts of interest.* | | |
| **Signed by the Programme Lead or Director of Programmes:**  *(Electronic signature accepted)*  **Date:** | | |

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| PART II - To be completed on behalf of the School Programmes Committee (SPC). | |
| The revision to appointment is endorsed by the School. | Yes/No |
| **Signed by the Deputy Head of School (Education)/Chair of SPC:**  *(Electronic signature accepted)*  **Date:** | |