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| **EXTERNAL EXAMINER MODULE CHANGE REQUEST** | | | |
| Please complete this form to add or change modules to an External Examiner’s portfolio.  If you have any questions or would like further information, guidance and support, please visit [Academic Quality Services](http://qualityservices.swansea.ac.uk/?page_id=356) or contact [academicprogrammes@swansea.ac.uk](mailto:academicprogrammes@swansea.ac.uk).  Please return this form to: [Externalexaminers@swansea.ac.uk](mailto:Externalexaminers@swansea.ac.uk) | | | |
| **GENERAL INFORMATION** | | | |
| **College/School:** | |  | |
| **Full programme title:** | |  | |
| **Module (s):** | |  | |
| **External Examiner name:** | |  | |
| **Email address:** | |  | |
| **Contact number:** | |  | |
| **Academic Session to Cover:** | |  | |
| **MODULE INFORMATION** | | | |
| **Has the external examiner agreed to the additional module(s)?** | |  | |
| **Will an additional External Examiner Annual Report be required?** | |  | |
| **If YES please provide details:** | |  | |
| **Additional Module Information:** | | | |
| **COMPULSORY MODULE CODE** | **MODULE NAME** | | **COMMENTS** |
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| **DISSERTATION MODULE CODE** | **DISSERTATION MODULE NAME** | | **COMMENTS** |
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| **OPTIONAL MODULE CODES\*** | **OPTIONAL MODULE NAME** | | **COMMENTS** |
| ***\*If optional modules are included the College/School will need to provide Academic Quality Services with a further update, post nomination stage, on the modules selected for that academic year. As total fee is based on total number or modules moderated fee cannot be calculated accurately without this information.*** | | | |
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| **AUTHORISATION AND APPROVAL** | | |
| **Requested by:** |  | **Date:** |
| **Head of College/School Approved:** |  | **Date:** |
| **Chair of Progression & Award Board Approved:** |  | **Date:** |
| **Additional Modules implemented by Academic Quality Services:** |  | **Date:** |