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| **EXTERNAL EXAMINER ADDITIONAL PROGRAMME REQUEST** | | | |
| Please complete this form to add an additional programme(s) to an External Examiner’s existing portfolio.  Fees for External Examiners of Undergraduate Programmes are capped at 30 modules. Fees for taught Postgraduate Programmes are capped at 19 modules (where a dissertation module is counted as 5 modules).  If the number of modules an External Examiner reviews exceeds the cap the usual expectation is that an additional Examiner be identified and nominated to ensure the equity of workload and the academic quality of the work undertaken.  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)  Please return this form to: [Externalexaminers@swansea.ac.uk](mailto:Externalexaminers@swansea.ac.uk) | | | |
| **GENERAL INFORMATION** | | | |
| **Faculty:** | |  | |
| **School:** | |  | |
| **External Examiner Name:** | |  | |
| **Email address:** | |  | |
| **Contact number:** | |  | |
| **Programme(s) on existing contract:** | |  | |
| **Module(s) covered:** | |  | |
| **Number of reports submitted:** | |  | |
| **NEW PROGRAMME INFORMATION** | | | |
| **Full programme title:** | |  | |
| **Module(s):** | |  | |
| **Academic Session Commencing:** | |  | |
| **Has the external examiner agreed to the additional programme/module(s)?** | |  | |
| **Will an additional External Examiner Annual Report be required?** | |  | |
| **If YES, when is the expected date of submission (typically July for UG programmes, December for PGT programmes)** | |  | |
| **Will the External Examiner be reviewing dissertations?** | |  | |
| **If the nomination requires the prior approval of a Professional Statutory Regulatory Body, has this approval been obtained?** | |  | |
| **If YES, Name of Professional Statutory Regulatory Body:** | |  | |
| **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 Faculty 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 reviewed fee cannot be calculated accurately without this information.*** | | | |
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| **AUTHORISATION AND APPROVAL** | | |
| **Requested by:** |  | **Date:** |
| **Faculty Approved:** |  | **Date:** |
| **Chair of Progression & Award Board Approved:** |  | **Date:** |
| **Additional Programme(s) implemented by Academic Quality Services:** |  | **Date:** |