

Date received	
Date sent to Committee	
Date approved	

External Subject Adviser Undergraduate/Postgraduate Extension of Tenure Form

Summary of key points to note when completing the Extension of Tenure Form

- This Extension of Tenure Form should be used for the approval of an extension of time for a current External Subject Adviser (ESA) to either undergraduate or postgraduate taught programmes.
- Please complete the form **electronically**. Use the **tab key** to navigate from field to field. Do not convert the form to a PDF document in case amendments need to be made.
- The Extension of Tenure Form along with all internal endorsements should normally be completed and submitted by the **end of the current academic session** for extensions due to start in the following academic session.
- Provide a rationale in A8 for **all** extensions. Appointments will only be extended in exceptional cases for one further year so please ensure that there is a suitable rationale for the proposal.
- **Ensure all sections are completed.** Failure to do this may result in the form being returned which will cause a delay in the appointment process.
- Once the form has been completed, UKVS will email it (with the nominee's CV) to the Curriculum Area Manager (or equivalent) and HE Manager (or equivalent), requesting that they return the form directly to UKVS in an email with endorsement. UKVS will then forward the form to the Partnerships Manager (Quality) for approval.
- All forms are submitted to the External Examiner and Reviewer Appointments Committee for approval. All business of the appointments committee is carried out via correspondence and therefore nominations can be sent to the committee at any point in the academic year.
- **It is important to note that an ESA cannot be considered to have had their duties extended until the partner and programme leader have been formally notified by UKVS that the ESA has accepted the changes, following approval from the External Examiner and Reviewer Appointments Committee.**

Title and full name of External
Subject Adviser:

Level of study:

Undergraduate ☐

Postgraduate ☐

Name(s) of collaborative
partner(s) that the External
Subject Adviser is currently
associated with:

Section A – Partner, assessment board and programme details (to be completed by UKVS)

A1 – Programmes currently associated with the External Subject Adviser

Please provide an **accurate** list of the main programmes (including programme codes, not course codes) that the External Subject Adviser is currently associated with. If you have this information available but in a different format, please attach to the email. It is acknowledged that nominees may not have full responsibility for all programmes listed; however, they are required to take an overview of these programmes.

Programme codes	Programme names

A2 - Extension of time

Extensions are typically for one year only. Please ensure that the tenure date covers the assessment period at the end of the appointment.

Original appointment start date: (DD/MM/YYYY)	
Original appointment end date: (DD/MM/YYYY)	
Extension start date: (DD/MM/YYYY)	
Extension end date: (DD/MM/YYYY)	

A3 – Rationale for proposal

Please provide a full rationale for the extension of time. Appointments will only be extended in **exceptional** cases for one further year so please ensure that there is a suitable rationale for the proposal.

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A4 – Reason for late submission

If the extension of tenure form has been submitted after the deadline at the end of March, an explanation for the

late submission **must** be provided. If the submission is not late, please go to A5.

A5 – Consultation with External Subject Adviser

Date of Consultation with the ESA regarding the extension:

Please confirm whether the ESA is willing to extend their tenure and continue their duties?

Yes ☐

No ☐

If no, please contact the External Subject Adviser to ensure that the changes are acceptable. If the nominee completes section B, please go to section C.

Section B – Details of External Subject Adviser (to be completed by UKVS)

B1 – Contact details

Address:

Postcode:

Telephone number:

Email address:

B2 – Employment details

Retired:

Yes ☐

No ☐

If no, please include current employment details below.

Include details of the current employer including the position held and dates.

Section C – Final Confirmation (to be completed by UKVS)

Please check the following before gaining internal endorsement:	
Has an appropriate rationale been completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the form been completed fully? Failure to complete all sections fully will result in this form being returned and a delay will occur in the appointment process.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Completed by (print name and role title):	
Once the form has been completed, please email it (with the nominee's CV) to the Curriculum Area Manager (or equivalent) and HE Manager (or equivalent), requesting internal endorsement and completion of the section below.	

Section D – Declaration and Approval (to be completed by the Partner)

Declaration and approval by Curriculum Area Manager (or equivalent):

Please confirm that the partner has paid due regard for PSRB requirements where relevant:

Yes ☐

No ☐

N/A ☐

Declaration and approval by Higher Education Manager (or equivalent):

Please confirm that the partner has paid due regard for PSRB requirements where relevant:

Yes ☐

No ☐

N/A ☐

Please provide an email approving the extension of tenure and then return to UK Validation Services.

Approval Process

- For Validation Service programmes, internal endorsement will be required from the collaborative partner from the Curriculum Area Manager (or equivalent), the HE Manager (or equivalent) and the Partnerships Manager (Quality) at DMU.
- The Partnerships Manager (Quality) will forward the complete email trail with the form attached to the Quality Officer (External Examiners) in DAQ. Please do not email the form without the internal endorsements attached.
- DAQ will send the form to the External Examiner and Reviewer Appointments Committee for approval.
- **It is important to note that an External Subject Adviser cannot be considered to have had their duties extended until the partner and programme leader have been formally notified by UKVS that the External Subject Adviser has accepted the changes, following approval from the External Examiner and Reviewer Appointments Committee.**