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| **NOTIFICATION OF A CHANGE IN CHAIR OF A BOARD OF EXAMINERS**  March 2020  **Taught Programmes** |  |

**GUIDANCE NOTES:**

This form should be completed and signed by the Chair of the Board of Examiners (outgoing and incoming) in conjunction with the Head of Department. It should then be emailed to [examiners@ucl.ac.uk](mailto:examiners@ucl.ac.uk) with the subject heading – **Change of** **Chair of Board of Examiners (*Board Name*)**.

All correspondence will be sent to the member of staff whom the Academic Policy and Quality Assurance team (External Examining) has on record as the current Chair until formal notification of a change, with the required signatures, has been received by [examiners@ucl.ac.uk](mailto:examiners@ucl.ac.uk).

It should be noted that the expected minimum period of service for Chairs of a Board of Examiners is three academic years. Attention is drawn to *Chapter 4, Section 13 Boards of Examiners of the Academic Manual,* which explains the conditions of appointment and responsibilities of a Chair and Deputy Chair of a Board of Examiners.

**Please fully complete all details so we can process this change.**

**SECTION A: Board of Examiners Information[[1]](#footnote-1)**

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| **Board Name:** | **Board Code:** |
| **Department:** | **Faculty:** |
| **Current Chair’s Name:** | **Current Chair’s UPI:** |
| **Current Deputy Chair’s Name:** | **Current Deputy Chair’s UPI:** |

**SECTION B: Details of New Chair *(changes to Deputy Chair’s to be emailed directly to*** [***examiners@ucl.ac.uk***](mailto:examiners@ucl.ac.uk) ***– approval signatures not required for Deputy Chair’s).***

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| **New Chair’s Name:** |  |
| **New Chair’s UPI** |  |
| **Start Date (dd/mm/yyyy)** |  |
| **End Date (dd/mm/yyyy)[[2]](#footnote-2)** |  |
| **Reason for change:** |  |
| **Chair’s Response to EE reports entered on Portico?** | Please select:   * Outgoing Chair has entered a response on Portico * Incoming Chair will enter a response on Portico * N/A as change requested out of external examining session |

**SECTION C: Please obtain signatures of all relevant parties**

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| **Signature of outgoing Chair** |  | **Date** |  |
| **Signature of new/incoming Chair** |  | **Date** |  |
| **Signature of Head of Dept** |  | **Date** |  |

1. Board Name and Board Code can be found on Portico, through the Board of Examiners Data Hub (within the Awards, Assessment and Achievements tab). [↑](#footnote-ref-1)
2. Chairs are expected to service the full academic session until the reporting cycle has been completed. [↑](#footnote-ref-2)