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| **NOTIFICATION OF A CHANGE IN CHAIR OF A BOARD OF EXAMINERS**  Reviewed July 2024  **Taught Programmes** | UCL Logo |

**GUIDANCE NOTES:** This form is a template that Faculties and Departments may choose to use for the purpose of requesting approval of a change of Chair. Please refer to your Faculty for guidance on their process and whether this form should be used.

Please note that until the requested change of Chair has been made in Portico, all correspondence will be sent to the member of staff who is currently listed on Portico as the Board Chair.

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, Part A, Section 11 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**

**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 *(please note that changes to Deputy Chair’s do not require approval signatures. You can email your Faculty team requesting a new/change in Deputy Chair).***

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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 Head of Dept** |  | **Date** |  |
| **Signature of Chair of Faculty Board of Examiners** |  | **Date** |  |

**Please email this form directly to your Faculty team. (Please note that you no longer need to email** [**examiners@ucl.ac.uk**](mailto:examiners@ucl.ac.uk)**).**

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)