**External Examiner – Change of Personal Details Form**

Please complete this form and return by email to: [ExternalExaminer@mdx.ac.uk](mailto:ExternalExaminer@mdx.ac.uk)

|  |  |
| --- | --- |
| **Full name:** |  |

|  |  |
| --- | --- |
| **New correspondence details (block capitals please)** | |
| **Address:** |  |
| **Telephone number:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **New employer details (block capitals please)** | |
| **Name of employer:** |  |
| **Address:** |  |
| **Telephone number:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **New financial and other details - please notify us immediately of any changes (to be used for the payment of fees)** | |
| **Name of Bank or Building Society:** |  |
| **Branch address:** |  |
| **Sort code:** |  |
| **Account number:** |  |

|  |  |
| --- | --- |
| **Signature:** |  |
| **Date:** |  |

In the event of any queries relating to the external examiner function please contact the University Quality Enhancement Manager (Externality) or the Programme Leader (as appropriate).

***This information will be held electronically in accordance with the Data Protection Act***