

**Record of Attendance at Brunel University London**

I certify that I attended the University in respect of my duties as External Examiner on the following days during **(Please enter Academic Year)**

*Please note that the attendance allowance is paid for each day or part thereof. The allowance is only paid for those days undertaking work in respect of external examining duties, i.e. not for travelling days or the day of an overnight stay. It is paid upon submission of the annual report.*

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| --- | --- | --- |
| **Dates attended** | **Reasons for attending** | **Number of days** |
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|  |  |  |
|  |  | **Total day(s)** |

Name of Examiner: ..........................................................................................

Examining in Department / College:…………………................................................

Programme(s) title(s).………...................................................................

Signature: .......................................................................................................

Date: ................................................................................................................