**Student and panel details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname** | **First Name** | **Student No** | | **Is the student a full-time UCD**  **Academic Staff Member?** *(If yes, please provide details of two extern examiner nominations below)* |
|  |  |  | |  |
| **Thesis Title: (as will be on final submission)** |  | | | |
| **Principal supervisor:** |  | | | |
| **Name of Proposed Intern Examiner (1):** | | |  | |
| **Name of Proposed Intern Examiner (2),** if applicable**:** | | |  | |
| **Name of Proposed Chair of the Examination Committee:** | | |  | |

Prior to submission of this proposal the intern, extern and Chair must have agreed to undertake these roles. Generally, external examiners should have a PhD, although MD examinations may be conducted by an external examiner who has a MD qualification, again please provide a brief justification.

**Details of Proposed Special Extern Examiner**

|  |  |
| --- | --- |
| **Tile (Dr/Prof etc.)** |  |
| **First name** |  |
| **Last name** |  |
| **Gender (Male/Female/Gender Non-Binary)** |  |
| **Qualifications (PhD/MSc etc.)** |  |
| **Current Institution** |  |
| **Position** |  |
| **Email Address** |  |
| **Phone number** |  |
| **Address** |  |

The ACCE operates a three-year appointment criterion whereby once an Extern Examiner has completed their duties, a three-year interval is required before they can be reappointed as either a Subject or Special Extern Examiner for UCD.

**Background - Experience & Research**

|  |  |
| --- | --- |
| **Web link to the proposed External Examiner's academic profile on their home academic institution/organisation (Please provide a link containing the information in English. If no link is available just type in 'no weblink available')** |  |
| **Current and previous relevant employment in academic and other institutions (specific to the appointment to this student)** |  |

Normally an External Examiner should hold a PhD and be based within an academic institution. In the instances where a School nominates an External Examiner based outside academia or with alternative education qualifications, it is also necessary that a supporting rationale be provided by the School in the above box.

|  |  |
| --- | --- |
| **Other relevant professional or academic appointments & summary of teaching experience** |  |
| **Evidence of publications (including 3-5 relevant, recent publications from within the last 3 years) in the subject area of the thesis:** |  |

Although the weblink above will provide this information in detail, the InfoHub submission should include a high level summary of this information and specify 3-5 recent/relevant publications

|  |  |
| --- | --- |
| **Subject/Discipline of the proposed External Examiner (Only pick one):** | |
| **Biology**  **Biomolecular & Biomed Science**  **Botany**  **Cell Biology**  **Crop Science**  **Environmental Biology**  **Environmental Policy**  **Food Science**  **Forestry** | **Genetics**  **Geography**  **Geology**  **Medical Microbiology**  **Microbiology**  **Pharmacology**  **Veterinary Medicine**  **Zoology**  **Other**  If ‘Other’ was selected from the above, please specify: |

**Evidence of supervision and/or examination**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PhD students supervised\*** | **0**  **1-5**  **More than 5** | **Research Masters students supervised** | **0**  **1-5**  **More than 5** | **Other research degree types supervised** | **0**  **1-5**  **More than 5** |
| **PhD students examined** | **0**  **1-5**  **More than 5** | **Research Masters students examined** | **0**  **1-5**  **More than 5** | **Other research degree types examined** | **0**  **1-5**  **More than 5** |

|  |  |
| --- | --- |
| **If '0' is listed above for the degree in question, please add a justification:** |  |

**Exam Committee Eligibility**

Regulation 7.64 Any conflict of Interest must be addressed in accordance with the University’s [Conflict of Interest Policy](https://hub.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=85).

|  |  |
| --- | --- |
| **Has the proposed External Examiner previously been appointed in the University as a Special or Subject External Examiner in the last three years?** | Yes  No |

|  |  |
| --- | --- |
| **If ‘Yes’ to the above, please provide justification for nominating this External Examiner:** |  |

|  |  |
| --- | --- |
| **Has the proposed External Examiner collaborated or published with any of the supervisors or the student in the last 5 years**? | Yes  No |

|  |  |
| --- | --- |
| **If ‘Yes’ to the above, please provide justification for nominating this External Examiner:** |  |

|  |  |
| --- | --- |
| **If the proposed External Examiner is from an Irish University or from a non-academic institution, please outline reasons for proposing them:** |  |

|  |  |
| --- | --- |
| **Is the proposed External Examiner (or Internal Examiner) currently an adjunct staff member of UCD? (Please be advised an Extern or Chair should not be an Adjunct).** | Yes  No |

Academic Regulation 7.59: The Internal Examiner must be an active researcher in the broad area of the thesis topic or in a cognate subject and will normally be a member of the faculty of the University.

|  |  |
| --- | --- |
| **Is the Internal Examiner a member of the RSP? (Please be advised Members of the Research Studies Panel may not normally act as an Internal examiner)** | Yes  No |

|  |  |
| --- | --- |
| **If you have answered ‘yes’ to either of the questions above, please provide a rationale bearing in mind that regulations do not normally permit this.** |  |