

## Required Information for Special Extern Examiner Nomination

Before submitting a nomination for a Special Extern Examiner, it is essential to thoroughly review the requisite information that ACCE requires for approval, which must be entered into the UCD Extern Examiner system.

### Background - Experience & Research

- Weblink to the proposed External Examiner's academic profile on their home academic institution/organisation.
- Subject/Discipline of the proposed External Examiner
- Current and previous relevant employment in academic and other institutions (specific to the appointment to this student).
- 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.

### Evidence of supervision and/or examination

- How many research students has the proposed extern examiner supervised, encompassing PhDs, Research Masters, and other types of research degrees?
- How many research students has the proposed extern examiner examined, encompassing PhDs, Research Masters, and other types of research degrees?  
(If '0' is listed above for the degree in question, there will need to be a justification added).

### Exam Committee Eligibility

- Has the proposed External Examiner previously been appointed in the University as a Special or Subject External Examiner in the last three years? (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? (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 currently an adjunct staff member of UCD?