**Guidelines for the appointment of the Research Degree Examination Committee**

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|  | **Intern Examiner(s)** | **Extern Examiner(s)** | **Chair of Examination Committee** | **Principal Supervisor** |
| **Research Masters** | 1 or 2. Should be an academic staff member with research degree supervision experience. | 1 minimum, second where candidate is FT staff of UCD or other College of NUI.  May be based in an academic institution inside or outside Republic of Ireland.  Should be an expert in the general subject area. | Normally internal examiner.  Should have full knowledge of pertinent academic regulations. | Cannot be internal examiner.  Should recommend the Examination Committee to their School Research Degrees Committee. |
| **PhD**  **MD** | 1 or 2. Should be an academic staff member who holds a research degree equivalent to the degree under examination. Should have supervised research students to completion. | 1 minimum, second where candidate is FT staff of UCD or other College of NUI (in which case, 2nd extern is additional and does not replace an internal examiner).  Should be based in an academic institution outside the Republic of Ireland.  Must be an expert in the thesis area and must hold a research doctorate appropriate to the degree being examined. | Head of School (or nominee).  Is not an examiner, and is an additional member of Exam Committee.  RSP Chair is recommended to act as Chair.  Should have full knowledge of pertinent academic regulations. | Cannot be internal examiner, cannot be Chair, can attend *viva voce* in a silent capacity, with consent of candidate and Chair.  Should recommend the Examination Committee to their School Research Degrees Committee. |

**Note:** It is strongly recommended that either the chair or internal examiner (or both) be an Associate Professor or higher grade.

**PhD/MD External Examiner Selection Criteria**

To satisfy the requirements laid down in Academic Regulations, the following criteria apply to the selection of external examiners:

* The external examiner should be an established scholar and must be an expert in the general topic of the thesis, as indicated by a *recent* publication record. They should hold a research degree equivalent to the degree they are examining.
* The external examiner should be from academic institutions based outside the Republic of Ireland. If an examiner from an Irish institution is nominated a justification is required. They should be prepared to travel to UCD for the viva examination (where applicable), as it is not recommended to conduct viva voce examinations remotely.
* The external examiner should have a track record of supervising research students to completion.
* Where the candidate is a full-time member of UCD staff, two external examiners must be appointed.
* The external examiner(s) should have agreed to examine the thesis and understand that, if approved, their role is that of the primary examiner(s).
* An external examiner must not have been a former student or mentee of any of the supervisors.
* An external examiner should not have collaborated or published research with either the student, or any of their supervisors, in the past 5 years. This rule applies to all current and past principal supervisors, co-supervisors, external supervisors and secondary supervisors.
* An external examiner should not be nominated more than once every three years on a University-wide basis (which includes acting as a subject extern for taught courses).
* An external examiner should not examine research theses produced by two students in a row supervised by the same principal supervisor (even if the gap between theses is more than three years)

**Research Masters External Examiner Selection Criteria**

To satisfy the requirements laid down in regulations, the following criteria apply to the selection of MSc Extern Examiners

* An external examiner can be from institutions based either outside or inside the Republic of Ireland
* The external examiner should have a track record of supervising research degree students to completion.
* Where the MSc candidate is a member of UCD staff, two external examiners must be appointed.
* The external examiner(s) should have agreed to examine the thesis and understand that, if approved, their role is that of the primary examiner(s).
* An external examiner must not have been a former student or mentee of any of the supervisors.
* An external examiner should not have collaborated or published research with either the student, or any of their supervisors, in the past 5 years. This rule applies to all current and past principal supervisors, co-supervisors, external supervisors and secondary supervisors.
* An external examiner should not be nominated more than once every three years on a University-wide basis (which includes acting as a subject extern for taught courses).

**Chair of PhD/ MD Examination Committee**

Wherever possible it is recommended that the RSP Chair also chairs the examination committee for PhD viva voce examinations.

**Chair of Research Masters Examination Committee**

Where the Chair and Intern Examiner roles are held by one academic staff member, no members of the RSP should chair the Masters Examination Committee, unless there is an additional intern examiner appointed.

**Submission checklist for Supervisors**

Before nominating the Examination Committee for a Research Degree Student the supervisor should be satisfied that the student will be fully compliant at the time of submission.

* The student should be fully registered to the trimester prior to submission.
* The student should have been awarded the required number of taught credits (30 for PhD students).
* The student should not owe fees to the University.
* Doctoral students must have progressed to Stage 2 before they submit their thesis.
* All recommendations for the appointment of an Examination Committee should be submitted with an accompanying CV, or link to CV if appropriate, for the Extern Examiner to medicine.research@ucd.ie.

**Changes to the Examination Committee must be notified to** [**medicine.research@ucd.ie**](mailto:medicine.research@ucd.ie)

Changes to an Examination Committee that are not approved in advance may result in a thesis examination being declared null and void. In the event that an examiner is not available at short notice advice should be sought before any examination proceeds.

* **Change of Extern Examiner**:

A new recommendation must go through the full approval process. No examination should proceed until this has been completed.

* **Change of Intern Examiner:**

A specifically designed form must be completed.

* **Change of Chair:**

A specifically designed form must be completed .

**The templates below should be completed in full by the Supervisor and submitted to medicine.research@ucd.ie.**

**Prior to submission of this proposed examination committee the Internal examiner and External examiner must have agreed to undertake these roles**

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| --- | --- | --- | --- | --- | --- |
| **Programme and Major Code:** | |  | | | |
| **Surname** | **First Name** | | **Student No** | | **Is the student a full-time UCD**  **Staff Member?** *(If yes, please provide details of two extern examiner nominations below)* |
|  |  | |  | |  |
| **Thesis Title: (as it will appear 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:** | | | | **Nominated by the School of Medicine Clinical Research Degrees Committee** | |
| **Name of Proposed External Examiner:** | | | |  | |
| **Institution of Proposed External Examiner:** | | | |  | |
| **Academic Qualifications of Proposed Extern:** | | | |  | |
| **Job Title of Proposed External Examiner:** | | | |  | |
| **Postal Address of Proposed External Examiner:** | | | |  | |
| **Contact Details-email and telephone no.:** | | | |  | |
| **Web link to the proposed Extern’s academic profile on their home academic institution/organization {if available}.** | | | |  | |

Contd.

**The ACCE requires that summary CV information for the Extern Examiner is submitted as part of the nomination process. This information should be pasted into the ‘Additional Extern Information’ box (character limit of 3000) on the ‘Extern Examiner Profile Screen’ on Infohub**

|  |  |
| --- | --- |
| **Current and previous relevant employment in academic and other institutions** |  |
| **Other relevant professional or academic appointments** |  |
| **Summary of teaching and research experience** |  |
| **Evidence of supervision and/or examination of research students:**  **Please indicate if it is between 1-5 or more than 5.**  **If none for the degree in question, please add a justification:** | |  |  |  | | --- | --- | --- | | **Number of students** | **Supervised** | **Examined** | | **Research Masters** |  |  | | **PhD** |  |  | | **MD (by Research)** |  |  | | **Other (please specify)** |  |  | |
| **Evidence of the proposed extern’s experience/expertise (including relevant, recent publications) in the subject area of the thesis:** |  |
| **Has the proposed extern acted as either a special or subject extern for UCD in the last 3 years? YES or NO**  **If yes, please provide a justification as to why there is no other appropriate examiner available:** |  |
| **Has the proposed extern collaborated or published with any of the supervisors or the student in last 5 years? YES or NO**  **If yes, please provide a justification:** |  |
| **If the proposed Extern Examiner is from an Irish University or from a non-academic institute please outline reasons for proposing them:** |  |
| **Is the internal examiner a member of the RSP or a co/secondary supervisor (past or present)? YES or NO**  **If yes, please provide a justification:** |  |