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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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.  Can attend *viva voce* (where applicable) in a silent capacity, with consent of candidate and Chair.  Should recommend the Examination Committee to their School Research Degrees Committee. |
| **PhD (post-2006)**  **DVMS**  **MD** | 1 or 2. Should be an academic staff member who holds a research doctorate. Should have supervised doctoral 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.

**School Responsibilities:**

* The School will ensure, through its internal review process, that there is reasonable distance between the student, supervisor(s) and the recommended examiners to maintain integrity.
* All recommended Extern Examiners must have been subject to the School’s academic review process by the School Research Degree Committee or equivalent. By submitting a recommendation to the CHAS Graduate Research Programme Board for the appointment of an extern examiner, the School confirms its approval and the recognition of the recommended extern as a leading expert in the field of the thesis to be examined.
* Schools must ensure that ALL required information is entered into Infohub. If information is missing, the nomination will not be approved by CHAS and ACCE and will need to be resubmitted to the next meeting.
* The optimum period approving Examination Committee recommendations for approval is 3-6 months prior to the expected date of thesis submission. This is to ensure that there is adequate time for the recommendation to be approved by the Governing Board and ACCE.
* The Examination Committee must be approved by ACCE before the viva is scheduled.
* Theses are distributed by Assessment only and Schools should put measures in place to ensure that supervisors and students do not circulate any versions of a thesis to members of the Examination Committee before that thesis is examined.

**PhD/MD/DVMS 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 an appropriate research doctoral degree.
* The external examiner should be from academic institutions based outside the Republic of Ireland. 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 doctoral 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).
* For DVMS, the External Examiner should have a PhD, DVMS or European Board of Veterinary Specialisation Diploma. As it is University policy that at least one member of the examination committee has experience of being examined at doctoral level, either the Chair or the Internal examiner should hold a PhD if the proposed External does not
* 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 doctoral 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 Examination Committee**

Wherever possible, and at the discretion of the Head of School, 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 to the School Research Administrator with an accompanying CV, or link to CV if appropriate, for the Extern Examiner.

**Changes to the Examination Committee must be notified to both the School Research Administrator and to** [**chas.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 the CHAS GRPB Chair should be consulted for advice 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 and go through the GRPB and ACCE for approval.

* **Change of Chair:**

A specifically designed form must be completed and forwarded to the GRPB and will be noted at the ACCE.

**This templates below should be completed in full by the Supervisor and sent back to your School Research Administrator for approval at School level and entering into the UCD system.**

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

**For School use only**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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**  **incl email and telephone no.:** | | | |  | |
| **Web link to the proposed Extern’s academic profile on their home academic institution/organization {if available}.** | | | |  | |

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.

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.

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:** |  |
| **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:** |  |
| **If the proposed Extern Examiner is from an Irish University or from a non-academic institute please outline reasons for proposing them:** |  |
| **Who has approved the committee at School level?**  **This should be the HoS or School Representative for Graduate (Research) Studies.** |  |
| **Web link to the proposed Extern’s academic profile on their home academic institution/organization {if available}.** |  |