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| --- | --- | --- | --- | --- | --- |
| Details | | | | | |
| School/Discipline: Click here to enter text. | | | | Date: Click here to enter a date. | |
| Period of Appointment (max 3 years for new nominations, 1 year for extensions) | | | | | |
| Is this a new nomination (at term)? | Yes  No | | | | |
| Year of Appointment | Click here to enter text. | Length of term | Click here to enter text. | | |
| Is this a temporary replacement for current approved extern? | Yes  No | | | | |
| Is this a request for 1 year extension of existing extern? | Yes  No | | | | |
| If yes, please provide the rationale for the extension request. |  | | | | |
| Outgoing External Examiner: | Click here to enter text. | | | | |
| Scope of Examination Duties *[[1]](#footnote-1)(please tick accordingly-refer footnote for guidance)*  Programme leading to an Award  Strand  Subject  Module(s) | | | | | |
| Name of Prog/Subject/Stand/Module(s): | Click here to enter text. | | | | |
| Is the nominated External Examiner? | * the only Extern to examine the above Yes  No | | | | |
| * one of multiple Externs nominated to examine Yes  No  the above *eg. Dental Science has 15 Externs across all years* | | | | |
| Does the External Examiner examine within Trinity on other programmes/subject/strand/modules outside your School or Faculty? Yes  *eg. Business and French; Law and French (share French Extern), Anatomy examined across multiple programmes and Faculties* No | | | | | |
| If yes, please state which other programme/subject/strand/module the extern examines and for which School?  Click here to enter text. | | | | | |
| Proposed External Examiner Details (Curriculum Vitae must be attached with this nomination form) | | | | | |
| Title: | Click here to enter text. | | | | |
| First Name: | Click here to enter text. | | | | |
| Surname: | Click here to enter text. | | | | |
| Current position | Click here to enter text. | | | | |
| Institution | Click here to enter text. | | | | |
| Email Address: *(for follow-up if report not received)* | Click here to enter text. | | | | |
| Address for Correspondence: |  | | | | |
| Country: *(Republic of Ireland, Northern Ireland, England, Scotland, Wales, Other)* | Click here to enter text. | | | | |
| Point-of-Contact Details (Officer within School/Programme/Course responsible for dissemination of reports) | | | | | |
| Name: | Click here to enter text. | | | | |
| Position title: | Click here to enter text. | | | | |
| Email Address: | Click here to enter text. | | | | |
| Phone: | Click here to enter text. | | | | |
| **School endorsement of Nomination (print name and date)** | | | | |
| By signing this, I confirm the following as per External Examiner Policy:   * *The nominee has not acted as an extern on this programme/for the School in the past 6 years.* * *No conflict of interest exists in putting this nominee forward.* | | | | |
| Head of School/Discipline: | | | Date: | |
|  | | |  | |
| **Approval by relevant Dean (Undergraduate Studies/Senior Lecturer or Graduate Studies (print name and date))** | | | | |
|  | | |  | |

[External Examiner Policy](https://www.tcd.ie/teaching-learning/assets/pdf/ExtExaminersPolicyJune2015-Final.pdf) (<http://www.tcd.ie/teaching-learning/assets/pdf/academicpolicies/1.Ext_Examiners_Policy_revised_April_18.pdf>)

[UG Ex Ex Process Map](file:///\\winstor01\TTL\Vice-Provost's%20Office%20%20CAO\External%20Examiners%20(eva)\NOMINATION%20FORM\UG%20Ex%20Ex%20Process%20Map) (https://www.tcd.ie/teaching-learning/quality/assets/pdf/EEProcessmap.pdf)

[PGT Ex Ex Process Map](https://www.tcd.ie/teaching-learning/quality/assets/pdf/EE_PG_Processmap.pdf) (https://www.tcd.ie/teaching-learning/quality/assets/pdf/EE\_PG\_Processmap.pdf)

**Please return nomination forms relating to Undergraduate External Examiners by email to:**

Stephanie Reilly

T. +353-1-8963399

E. [reillys8@tcd.ie](mailto:reillys8@tcd.ie)

W. [www.tcd.ie/undergraduate-studies](http://www.tcd.ie/undergraduate-studies)

**Please return nomination forms relating to Postgraduate Taught External Examiners by email to:**

**Office of the Dean of Graduate Studies**

T. +353-1-8962722

E. dean.gradsecretary@tcd.ie

W. https://www.tcd.ie/Graduate\_Studies/

1. Refer definitions in the [New Programme Design and Approval Policy](https://www.tcd.ie/teaching-learning/assets/pdf/academicpolicies/New_Prog_Design_%20Approv_Policy%2016-01-2017.pdf). In order to avoid confusion between a Programme leading to an Award and a Subject - Comp Sc.& a Language(Fr) and/or Law and French are programmes leading to an Award. TSM French is a Subject as is Hebrew taught in a multidisciplinary programmes such as Near & Middle Eastern Studies. Some Programmes have strands that have a different examiner to the examiner responsible for examining the overall Programme/Award e.g. Biomedical Engineering within the MAI in Engineering. If you tick more than one box please provide an explanation. [↑](#footnote-ref-1)