|  |
| --- |
| 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:///%5C%5Cwinstor01%5CTTL%5CVice-Provost%27s%20Office%20%20CAO%5CExternal%20Examiners%20%28eva%29%5CNOMINATION%20FORM%5CUG%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

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)