Date

Extern Examiner Title and Name

Position

Address 1

Address 2

Address 3

Salutation

On behalf of the University Council, I write to inform you that your nomination to act as External Examiner for the <insert programme name> for three years from <insert start date> to <insert end date> (inclusive), has been approved.

Please confirm your acceptance of this position directly to the <insert position title and name e.g. Programme Director, Course /Year Coordinator> who will facilitate all arrangements concerning the carrying out of examinations and will provide you with the course-specific information.

In order for payment and tax deduction made through HR Payroll Office, non-Irish domiciled External Examiners must to apply for a [Irish PPS number](https://www.gov.ie/en/service/12e6de-get-a-personal-public-service-pps-number/) in advance of the payment claim. Please complete the application form entitled ['PPS Number Exceptional Registration Application Form](https://www.gov.ie/en/service/12e6de-get-a-personal-public-service-pps-number)' and note that the application form entitled 'PPS Number Third Party consent form' does not apply. The application process takes approximately two weeks. The PPS application is a once-off process and allows you to act as an External Examiner, Quality Reviewer or Subject Specialist in any University in Ireland going forward.

The requests for payments of fees and reimbursement of expenses (including any document disposal or return costs) should be submitted on the External Examiners payment request form. The [payment request form](https://www.tcd.ie/teaching-learning/Education/Ext.Examiners/Docs/EE%20Pay%20Form%20Jun%202020.xlsx) must be completed and returned to the <insert position title and name e.g., Programme Director, Course /Year Coordinator> who will organise payment and reimbursement for you. Note, you are asked not to return the form directly to the finance department, as they will only accept forms authorised by the School.

Payments will be made in euros and deposited directly into your bank account and tax deduction will be shown in the remittance advice. Tax will only be applied to the proportion of time that you physically attend Trinity to perform your duties, not to any preparatory time conducted in your home location.

The [payment claim form](https://www.tcd.ie/teaching-learning/Education/Ext.Examiners/Docs/EE%20Pay%20Form%20Jun%202020.xlsx) (Excel and Word) can be accessed on the [key resources](https://www.tcd.ie/teaching-learning/Education/Ext.Examiners/KeyResources.php/) page on the External Examiner website.

Importantly you are required to submit an [External Examiner Annual Report Form](https://forms.office.com/pages/responsepage.aspx?id=jb6V1Qaz9EWAZJ5bgvvlK7-_PzOxdBxHpj_JFIaYEG1UQTFMSlZUS0dXR0JSUVhVSkZQWk9WOTY2SSQlQCN0PWcu) within **2** weeks of completing your examining duties to the <Senior Lecturer> or <Dean of Graduate Studies>. The form can be found [here](https://forms.office.com/pages/responsepage.aspx?id=jb6V1Qaz9EWAZJ5bgvvlK7-_PzOxdBxHpj_JFIaYEG1UQTFMSlZUS0dXR0JSUVhVSkZQWk9WOTY2SSQlQCN0PWcu). You are asked to ensure that any key quality recommendations discussed in the Court of Examiners are included in your annual report.

I would like to draw your attention that byaccepting your role as an External Examiner you agree to be bound by the [Terms and Conditions of data processing for External Examiners](https://www.tcd.ie/teaching-learning/Education/Ext.Examiners/PDF/Terms%20and%20Conditions%20Data%20Processing%20External%20Examiners%20.pdf) which are found on our [website](https://www.tcd.ie/teaching-learning/Education/Ext.Examiners/Information%20for%20Schools.php/#Info) /or are provided in your information pack/included with the letter]”. 

Yours sincerely,