

Graduate Studies Office - Research Examiners Nomination Guidelines

From: Dean of Graduate Studies

Date:

To: Director of Teaching and Learning (Postgraduate), (insert name)

Degree:

Thesis by :

Student No:

1. NOMINATION OF EXAMINERS: Two copies of the above thesis have been submitted to the Graduate Studies Office. I would be grateful if, in consultation with the supervisor, you would nominate one external examiner and one internal examiner using the enclosed nomination form. Please supply a brief CV of the external examiner.

2. THE EXTERNAL EXAMINER: The external examiner should be a recognised independent expert in the candidate's field of study. The external examiner should not be a collaborator in the candidate's research, nor be a recent graduate of the College. If your nomination for External Examiner is NOT a member of staff of a Third Level Educational Institution I would require you to consult with me, prior to you approaching him/her, to give me assurance of his/her academic bona fides and appropriateness to serve. Because of cost implications, please consult with me if you anticipate using an external examiner from outside Europe.

3. THE INTERNAL EXAMINER: The internal examiner must be a member of the academic staff, and cannot be the candidate's supervisor. If there are no staff of the University other than the supervisor who have the academic competence to examine the thesis, please consult with me. It is possible to appoint a second external. A second external examiner in place of the internal examiner is required where the candidate is a member of staff of the University.

4. A VIVA VOCE EXAMINATION: Although a *viva* is not mandatory in the examination of a Master's thesis (with the exception of the M.Dent.Ch. where it is mandatory), such a *viva* may be arranged if either of the examiners, or the School's Director of Teaching and Learning (Postgraduate), requires it after preliminary consideration of the thesis. A *viva voce* examination is mandatory in cases where one or both examiners contemplate failure of the Master's thesis. It is the responsibility of the internal examiner to arrange the date, time and place for the *viva*. The format of the *viva*, as appropriate to the field of study, is determined by the Director of Teaching and Learning (Postgraduate) in the School. Expenses incurred by the external examiner in terms of travel and subsistence are processed by the School directly with the Treasurer's Office. External examiner's fees are processed by the Graduate Studies Office.

5. INFORMAL AGREEMENT: It is helpful if both examiners you recommend to me are asked informally (subject to the reservations in 3 and 4 above) before you reply to this memorandum, whether they are willing and able to examine the thesis.

6. FORMAL APPOINTMENT: On receipt of the approved nomination form, I, acting on behalf of the University Council, will formally invite the examiners to act, sending them at the same time a copy of the Instructions to Examiners and a copy of the thesis.

I urge that the examination (including the *viva voce* if held) be completed and the examiners' reports be returned to me in the Graduate Studies Office **within eight weeks** from the present date.

Professor Patrick J. Prendergast
Dean of Graduate Studies