



## Polasaí agus Nósanna Imeachta/Policies and Procedures

<b>Code</b>	QA278
<b>Title</b>	Nomination and Approval of External Examiners - Taught Programmes
<b>Policy Owner</b>	Deputy President and Registrar
<b>Date</b>	12th February 2025
<b>Approved By</b>	Academic Council

### 1.0 Purpose

To inform staff on how to nominate and approve an external examiner for taught programmes. This policy covers the nomination of External Examiners for Taught Programmes. *This policy does not cover External Examiners for Research degrees.*

### 2.0 Description

External examiners should be appointed from internationally renowned Universities and Institutions. Successive external examiners should not be appointed from within the Republic of Ireland nor should successive external examiners be appointed from the same institution.

Nomination of successive external examiners from the Republic of Ireland or from the same Institution may only be considered in exceptional circumstances, for example due to limited availability of expertise in a particular discipline.

Previous employees of University of Galway must have ceased employment with University of Galway at least 5 years prior to nomination as an external examiner. The nomination of Emeritus academics for appointment as external examiners should include details of their continuing connection with a University, or equivalent Institution, and their continued involvement with developments in the discipline.

Extern Examiners can contribute remotely where the extern examiner and programme board deem it appropriate, with a requirement that the extern is required to be on campus for a minimum number of two visits during their four year term of appointment. Refer to *QA005 External Examiners – Taught Programmes* which outlines the functions of External Examiners.

The following process applies in the submission of nominations:

- 1) External examiners will be appointed for a standard 4 year term.
- 2) Nominations must be submitted at least 6 months in advance of the expiration of the current external examiner's term.
- 3) Nominations received after 1st June for commencement in the subsequent academic year, may only be approved for a 1-year term. An extension of an external examiner's term in this instance will not be considered, a new external examiner nomination is required.
- 4) Nominations must be submitted through the External Examiner Online System.
- 5) Nominations must be submitted in accordance with Academic Council Standing Committee's document submission requirements, i.e. 5 working days prior to the meeting. (Refer to the University's [Schedule of Meetings](#)).



- 6) Nominations should outline the rationale for each request, including supporting information, if required (by uploading attachments or recording notes under College Notes)
- 7) Nominations must be approved by the Executive Dean to ensure submission to Academic Council Standing Committee for consideration.

Automatic acknowledgements will issue from the External Examiner Online System on submission of the external examiner nomination, approved by the Executive Dean, and following decision by Academic Council Standing Committee.

Each College/School is responsible for the recording of data related to the start and end dates of appointed external examiners and nominations for any subsequent appointments.

### 3.0 Responsibilities

Name	Responsibility
Deputy President and Registrar	Owner Reviewing of Summary Reports
Subject Leader: (a.k.a. Discipline Head, Programme Director, Professor, etc.)	Recruit and Coordinate the External Examination process Consult with Executive Dean, Head of School regarding nomination of external examiners Reviewing External Examiner Report's and developing action plans
Head of School:	Reviewing external examiner nominations with Subject Leader and Executive Dean. Reviewing External Examiner Reports and Action Plans
Dean of College:	Approving/nominating external examiners Reviewing External Examiner Reports and Action Plans
Standing Committee:	Approval/Decline of external examiner nominations
Examinations Office:	Corresponding with external examiners, issuing initial documentation. Maintaining external examiner internal database. Processing expense claims
Quality Office:	Receiving External Examiner Reports, filing and distribution.

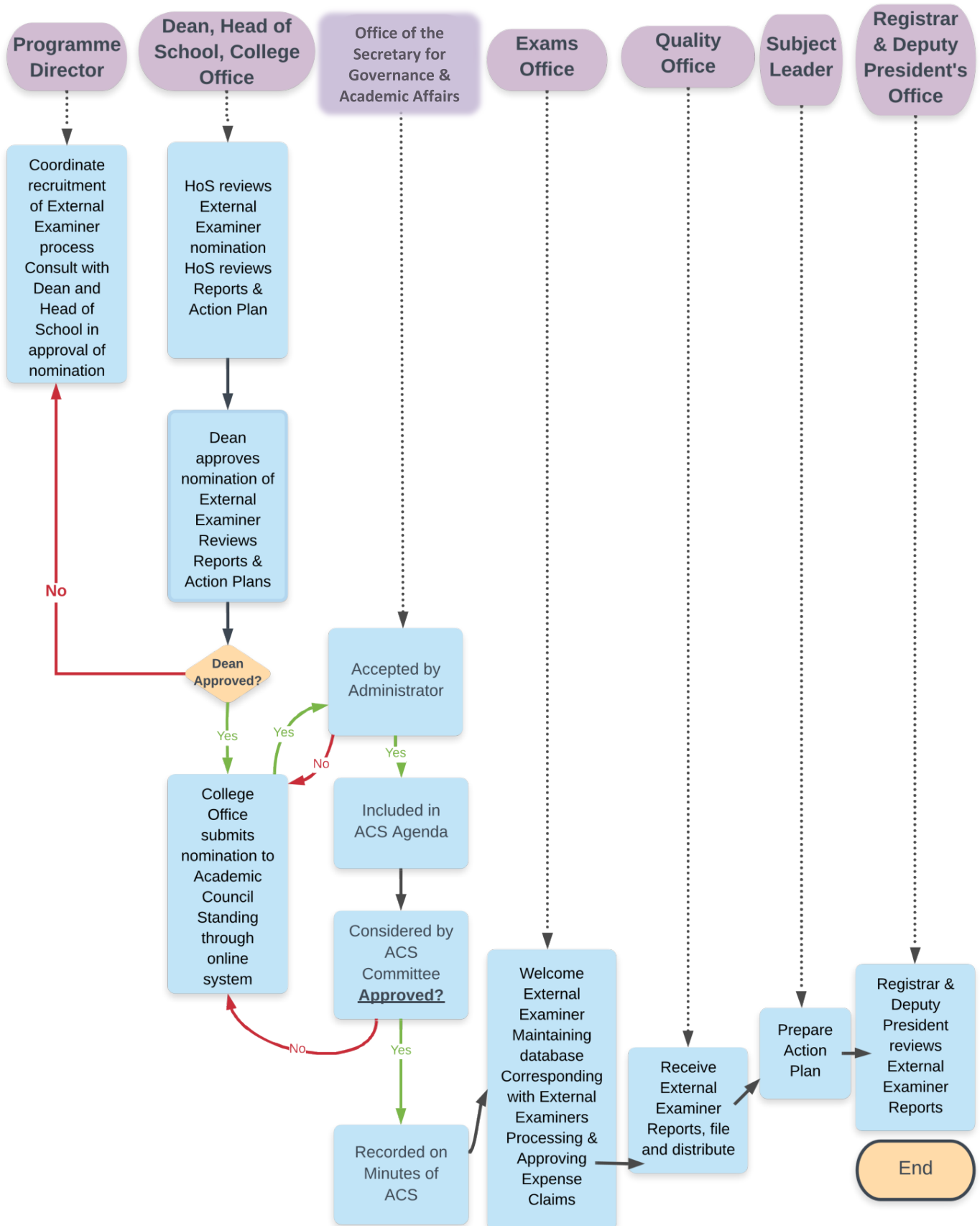
### 4.0 Related Documentation

- (1) *Appendix A* - External Examiner Workflow Process
- (2) *Appendix B* - External Examiner Nomination Form (Template of on-line form)
- (3) **QA005** Role of External Examiner-Taught Programmes
- (4) **QA226** Payment of External Examiner Expenses



Appendix A

EXTERNAL EXAMINER WORKFLOW PROCESS





**Appendix B:**

**External Examiner Nomination Form**

*(Template of External Examiner System Online Form)*

<b>Reference</b>	Each approved nomination is automatically given a reference number
<b>ID</b>	Automatically provided in numeric order
<b>AC Standing Meeting</b>	Select the appropriate date of next meeting
<b>School</b>	Select the School (Internal to University of Galway) to which the new external examiner is being nomination
<b>Nominated Examiner Title</b>	Prof / Dr / Mr / Mrs / Ms
<b>First Name</b>	First name of new external examiner
<b>Surname</b>	Surname of new external examiner
<b>Email Address</b>	Email address of new external examiner
<b>School-Discipline</b>	School and Discipline of current role of the new external examiner
<b>Institution Title</b>	Current institution of employment for new external examiner
<b>Address</b>	Address of institution of employment for new external examiner or other
<b>Requested Start Date</b>	Start date of new external examiner – 1st September 20..
<b>Requested End Date</b>	End date of new external examiner – 31st August 20...
<b>Current External Examiner</b>	Name of current external examiner
<b>Current External Examiner Institution</b>	Current external examiner institution of employment
<b>Current External Examiner Start Date</b>	Start date of current external examiner
<b>Current External Examiner End Date</b>	End date of current external examiner
<b>Subject Title</b>	Name of subject being appointed to inside University of Galway
<b>Course/Programme Director</b>	Name of Course/Programme Director in University of Galway
<b>Academic Contact email</b>	Email address of Course Programme Director
<b>School Administrative Contact</b>	Name of School Administrator who submitted application



<b><i>School Administrative Contact Email</i></b>	Email of School Administrator who submitted application
<b><i>College Notes</i></b>	To be used to provide further information to support a nomination For example: reason for late submission, reason for new application if external examiner is already in place, additional information attached
<b><i>Substitution</i></b>	Insert reference of incomplete contract. If the nomination is a new nomination to replace an external examiner who has not completed their full term
<b><i>Approved by Dean</i></b>	The Executive Dean must approve all external examiner nominations prior to submission to Academic Council Standing Committee, therefore confirmation of approval required at this point.
<b><i>Attachments</i></b>	Supporting information can be uploaded here if required.

\* This template is to provide the guidelines of the information required when submitting the online data