



UCD Registry  
Clárann UCD

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# Guidelines for UCD Staff-How to nominate Special Extern Examiners

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**Special Extern Examiners** play a vital role in guaranteeing the integrity of the research degree examination process and maintaining the standard of UCD research degrees. All Special Extern Examiner nominations are submitted for approval to the Academic Council Committee on Examinations (ACCE) using the InfoHub Extern Examiner system.

### 5 steps for nominating a Special Extern Examiner on the UCD InfoHub Extern Examiner system:

#### Step 1: How to access the UCD InfoHub Extern Examiner system

- Log into UCD Connect from the [UCD homepage](http://www.ucd.ie) [www.ucd.ie](http://www.ucd.ie)
- Log into InfoHub and click on the 'Students' tab.
- Click on **Assessment and Grading**.
- Click on **Extern**

The screenshot shows the UCD InfoHub website interface. At the top, there is a navigation bar with links for Students, Research, Human Resources, Finance, Campus, and Systems. Below this is a breadcrumb trail: Home / Students / Assessment & Grading. The main heading is 'Assessment & Grading'. On the left, there is a vertical image of a water tower. To the right of the image is a list of links, each with a right-pointing arrow and a brief description. The link 'Extern Examiners' is highlighted with a red rectangular box. The other links in the list are: Gradebook, Supplemental Grading Services for Module Coordinators, School Grading Summary, Exam Results Release Dates, Exam Seat Number Management, Past Examination Question Papers, Summary of Modules with No EP Attribute, Graded CRN's with no Academic History, Student Stage and Degree GPA Records, Summary of CRN's with no GRD Attribute, Manage Component Grades - Assessment View, Exam Timetables, and Exceptions Reporting.

## Step 2: Check if the nominee has ever worked as an Extern Examiner in UCD before

- Click on the '**Extern Examiner Directory**' to check if the proposed Extern Examiner has already been set up on the InfoHub system.
- Enter the name of the proposed Extern Examiner in the search field.
- If the Extern Examiner already has a profile in UCD, click on the Extern's name and this will open the Extern Nomination/Appointment Form (go to step 4).
- If the Extern's name does not appear, the Extern does not yet have a Profile in UCD. Click on '**Create Extern Examiner**' at the bottom of the screen.

UCD InfoHub  
My services & information portal

Students Research Human Resources Finance Campus Systems

Home / Students / Assessment & Grading / Extern Examiners / Extern Examiner Directory

### Extern Examiner Directory

Search for an Extern Examiner by name, ID, email address or institute. Results will include partial matches and will ignore spaces and apostrophes.

If the Extern does not have an existing profile, click on Create Extern Examiner.

Enter Name, ID, Email or Institute: Neeson

To nominate an External Examiner to a new Appointment, click **Add Nomination**. If not, click **Create External Examiner** below to provide a profile of the appointee before making a nomination.

To view or update an existing Examiner's profile, click on the External Examiner's name.

Name	Banner ID	Institution	Academic Position	Phone Number	Email Address	Location
There are no rows to display						

### Step 3: How to create an Extern Examiner profile on InfoHub (if the proposed Extern Examiner has not already been set up on the InfoHub system)

Click on 'Create Extern Examiner' option and the Profile Screen will open.

#### New Profile

##### Personal Details

Title\*

First Name\*

Last Name\*

Gender\*

##### Academic Details

Qualifications\*

Current Institution\*

Position\*

### Step 3: How to create an Extern Examiner profile on InfoHub (if the proposed Extern Examiner has not already been set up on the InfoHub system)continued

#### Contact Details

Email Address\*

Phone\*

For UCD numbers - just enter the extension e.g. 2418. For numbers external to UCD enter the full number.

Department/School/Centre\*

Address Line 2

Address Line 3

Address Line 4

Post Code

Country\*

#### Additional Details

Summary CV / Additional Comments\*

If available, please enter a url link to the examiner's academic profile here also.

4000 characters left

Save Profile

Enter all the required personal, academic and contact details of the proposed Extern Examiner.

A list of recognised academic institutions across the world will be available in the '**Current Institutions**' drop-down list. Choose the appropriate institution.

The nomination also requires that a one page summary CV of the Extern Examiner is submitted as part of the nomination process. This information should be pasted into the '**Summary CV / Additional Comments**' box on the 'Extern Examiner Profile. The CV should ideally include the following details:

- Current and previous employment in academic and other institutions
- Other relevant professional or academic appointments
- Summary of teaching and research experience

*If available*, a link to the Extern's Academic Profile page on their home academic institution/organisation should also be included with the CV.

Click on '**Save Profile**' at the bottom of the screen.

## Step 4: How to nominate a Special Extern Examiner on InfoHub

Once the profile has been saved, you can now nominate by clicking on the **'Nominate for New Appointment'** option under the **'Special Examiner Appointments'** header.

Extern Examiner Profile for

Details -

[Edit Profile](#)

UCD ID	Position	Qualifications	Institution	Address	Phone Number	Email
<input type="text"/>						

Subject Examiner Appointments -

[+ Nominate for new appointment](#)

School	Subject	Appointment Status	Year Appointed	Appointment Duration
<input type="text"/>	<input type="text"/>			

Special Examiner Appointments -

[+ Nominate for new appointment](#)

School	Student	Appointment Status	Date
There are no rows to display			

## Step 4: How to nominate a Special Extern Examiner on InfoHub

Enter the details of the proposed Extern Examiner on the 'Nomination/Appointment Form'.

- Choose the 'Special Extern Examiner' option in the 'Appointment Type' field.

The screenshot shows the UCD InfoHub website with the 'Extern Nomination/Appointment Form' open. The form includes the following fields and options:

- Examiner\***: Text input field containing 'Michael Malone' and a 'Clear' button.
- Appointment Type\***: A dropdown menu with 'Special Extern Examiner' selected. This field is highlighted with a red box.
- School\***: A dropdown menu.
- Student Number**: Text input field with a 'Check Name' button.
- Student is full-time member of UCD academic staff\***: A dropdown menu.
- Appointment Status\***: A dropdown menu.
- Head of School Approved\***: A dropdown menu.
- UCD Administrative Contact\***: Text input field with a 'Check Name' button.
- UCD Academic Contact\***: Text input field with a 'Check Name' button.
- Additional Information research thesis examination**: A large text area for notes, with a '4000 characters left' indicator at the bottom right.

A 'Save' button is located at the bottom left of the form.

#### Step 4: How to nominate a Special Extern Examiner on InfoHub (continued)

- Input the School, Student number of the research student and confirm whether or not they are a full-time member of UCD academic staff. If the research student is a full-time member of UCD academic staff **two** Extern Examiners should be nominated.
- Choose '**Nominated**' as the Appointment Status.
- Confirm that the proposed Extern has been approved by your Head of School.
- In the **UCD Administrative Contact** field include the name of the first point of contact for the Extern Examiner in the School. This contact will receive an email notification of the ACCE decision on the proposed nomination. The name of the **UCD Academic contact** for the Extern Examiner must be included in the **UCD Academic Contact** field.
- Save the nomination and a summary 'Nomination/Appointment Details' Screen will appear. If the details need to be amended, click on the '**Edit Appointment**' option at the bottom of the screen.
- It is also necessary to enter the details of the UCD members of the examination committee on the Banner Screen SGAADVR.

## Step 5: How to enter the details of the UCD members of the Exam Committee on Banner

- Log into UCD Connect and log into Banner.
- Open the Banner Screen **SGAADVR** and enter the student ID number of the research student.
- Enter the term code of the academic session for which **the student was most recently registered**. For September 2020-2021, enter 202000. Click 'go'.
- Click on '**insert**' button to enter the staff details. Enter the personnel number of the Exam Chair and choose the code 'COEC'. Enter the personnel number of the Internal Examiner and choose the code 'INT1'. Save the information on the Banner page.

ellucian Multiple Advisors SGAADVR 9.3.13 (USIS) ADD RETRIEVE RELATED TOOLS 1

ID:  Term: 201900 From term not equal to key block term. Press DUPREC to update.

ADVISOR INFORMATION Insert Delete Copy Filter

From Term  Maintenance To Term

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator ^
<input type="text"/>		THSR	Thesis Supervisor	<input checked="" type="checkbox"/>
		INT1	Internal Examiner 1	<input type="checkbox"/>
		COEC	Chair of Examination Committee	<input type="checkbox"/>

1 of 1 Per Page Record 1 of 4

## Further information

### **Theses in Graduate Research Programmes Academic Policy**

Detailed information including the criteria for appointment and the responsibilities of the School is contained in the [Theses in Graduate Research Programmes Academic Policy](#)

The Policy document is to be read in conjunction with the University Academic Regulations available on the [UCD Governance website](#)

Further information can be found at [UCD ASSESSMENT WEBSITE](#)

Should you have any queries please contact: [externexaminer@ucd.ie](mailto:externexaminer@ucd.ie)



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