**Guide for External Examiners – Research Thesis Exam System.**

The link to the **University Research Degree Guidelines**

<https://www.universityofgalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/>

Section **6.3.2** (Approval of Examiners)

Section **6.5** (PhD Examination Report outcomes) and Section **7.2.4** (MD Examination Report outcomes)

Section **6.6** (Revisions)

Section **6.7** (Final Thesis Submission)

Dates of the **Standing Committee of Academic Council** are available   
<https://www.universityofgalway.ie/graduate-studies/staff/onlineresearchthesisexamsystem>

**Examinations Office: Please go to** <http://www.universityofgalway.ie/exams/thesissubmission/>

1. Once you have been approved as the External Examiner by the relevant College in University of Galway you will receive an automatic email from the on-line PhD/MD system

* **Sample Email**

**From:** Graduate Studies, University of Galway [<mailto:no-reply@universityofgalway.ie>]   
**Sent:** Tuesday, March 27, 2012 1:55 PM  
**To:** Donohue, Sandra  
**Subject:** Appointment as University of Galway Extern Examiner

Dear Prof Donohue,

I would like to warmly thank you for agreeing to act as an external examiner for the PhD/MD thesis of AM Forde at the University of Galway, Ireland. External Examiners play a vital role in assisting University of Galway in assuring academic standards.

A soft-bound copy of the thesis will be submitted to the Examinations Office and sent to you by registered courier, together with all relevant paperwork. A copy of the regulations governing PhD/MD examinations is available at <https://www.universityofgalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/>. Please note that you are asked to inform the chair of the viva, Prof. First Name Surname ([firstname.surname@universityofgalway.ie](mailto:firstname.surname@universityofgalway.ie)), in case of any possible conflict of interest. You are also asked to send a short pre-viva report on the thesis to the Chair.

The final report of the external and internal examiners after the viva must be completed online. You may view and edit this report using the log on details given below.

|  |  |
| --- | --- |
| **Username:** | [sdon@xyz.uk](mailto:sdon@xyz.uk) |
| **Password:** | V5XY4CPB |
| **Login URL:** | <https://graduate.universityofgalway.ie/users/login/> |

Should you have any queries regarding delivery of the PhD thesis, please contact the Examinations Office at [thesissubmission@universitygalway.ie](mailto:thesissubmission@universitygalway.ie) or by telephone: +353 91 49XXXX. All other queries should be directed to the PhD supervisor. All other queries should be directed to the PhD/MD supervisor.

Yours sincerely,  
Dean of Graduate Studies

1. Please log on to the link provided in your confirmation email as external examiner. <https://graduate.universityofgalway.ie/users/login/>
2. Your **User ID** is your email address and your **password** is the password that was sent to you by email from the on-line PhD/MD system.
3. You will be provided with the name and email address of the Chair of the Viva.
4. Under the External Examiners view, you will see the student name(s) for which you are external examiner on the online system.

| **Name** | **Student ID** | **Status** |  | | |
| --- | --- | --- | --- | --- | --- |
| Joe Blogg | 00000000 | Received | | [ ~~submit report~~ ] [ [view report](https://graduate.universityofgalway.ie/phd_examiner_report/report/115/) ] [ [print report](https://graduate.universityofgalway.ie/phd_examiner_report/pdf/115/) ] [ [print signatures](https://graduate.universityofgalway.ie/phd_examiner_report/pdf_signatures/115/) ] | |
| 1. The report for the PhD/MD student should be completed under all the required headings. Please go to pages 3-4 of this guide for the information you need to complete the on-line PhD /MD Examiner Report. This will also contain some pre-populated information from the Supervisors’ section.   **N.B. If you are submitting the report in English please note that the system will not accept the word “I” as this should be a joint Examiners’ report.**   1. If Examiners would like to save their work and continue again later, then click on the **Save Draft Report** button. 2. The joint online report of the Examiners shall be submitted by the internal examiner to the Examinations Office within *two* weeks of the *viva* being held. 3. Once the Internal Examiner clicks on the **Save Final Report** button, neither you nor any of the other examiners will be allowed to make modifications again. Please ensure that all information above is correct and accurate before the Internal Examiners submits final report. It is important {that in order for the Examinations Office to progress the final report for consideration by Standing}, that the button ***Save Final Report*** is selected. If this is not done, the Examinations Office will not be able to 'view' the on-line report and progress to Standing. 4. Once report is submitted online, all in attendance will receive an email with unique links to digitally sign this report. 5. You need to click on your unique link and sign in as normal on the online system to digitally sign the report. 6. You can view who has signed by clicking on the view report link. 7. Once all have signed the report, all in attendance (including the College contact and Examinations Office) will receive an email confirming this. 8. This online report will be forwarded for consideration of the Standing Committee of Academic Council by the Examinations Office. Only reports received **at least eight days** prior to a Standing Committee meeting will be considered at that meeting. 9. The University of Galway is subject to the Freedom of Information Acts (2014) and Data Protection Acts (1988 and 2018) (the “Acts”). | | | | |

## Sample of Information Required in Online PhD/MD Examiner Joint Report

## Candidate & Supervisor(s)

**PhD Candidate:  Pre-populated by the Supervisor**

**Thesis Title: Pre-populated by the Supervisor**

**Supervisor:  Pre-populated by the Supervisor**

## Summary of Thesis

This will be pre-populated by the Supervisor (*can be view in online “View” or “Print view” of report*)

## Graduation Ceremony Text

This will be pre-populated by the Supervisor (*can be view in online “View” or “Print view” of report*)

|  |
| --- |
| **Examiners' Report**  Report must have a minimum of 300 words, excluding the listing of corrections and publications arising from the research undertaken, under the required headings: |
| **The contribution the work performed makes to knowledge and scholarship** |
|  |
| **Candidate's demonstrated capacity for original and critical thought, and depth and breadth of knowledge and understanding of the relevant field(s) of study:** |
|  |
| **Candidate's performance at the viva:** |
|  |
| **Candidate's expertise with respect to relevant methodologies and techniques:** |
|  |
| **The extent to which the thesis contains matter suitable for publication:** |
|  |
| **The structure, written style and overall presentation of the thesis:** |
|  |
| **The nature of corrections to the thesis required (if any):** |
| **Publication of Work** |
| **Are the findings of the thesis worthy of publication as a work of serious scholarship?** |
| As a whole or in part  No   |  | | --- | | **Recommendation (PhD)** | | Award PhD  Award PhD, but insist on typographical corrections (1 month)  Award PhD, but insist on corrections in content (1 month)  Award PhD, but insist on corrections in content (3 months)  Refer (permit submission of a revised thesis with second Viva required - 1 year)  Award a Master's degree  Award a Master's degree, subject to typographical corrections  Award a Master's degree, subject to corrections in content  Reject (with no recommendation as to resubmission)  **Recommendation (mD)**  Award MD  Award MD, but insist on typographical corrections (1 month)  Award MD, but insist on corrections in content (1 month)  Award MD, but insist on corrections in content (3 months)  Refer, permit submission of a revised thesis with second viva required (1 year)  Award a Master’s degree  Award a Master’s degree, subject to typographical corrections  Award a Master’s degree, subject to corrections in content Reject, with no recommendation as to resubmission. |  Examiners Details pre-populated by supervisor – Approved online  **Examiners' Terms & Conditions Notification**  **Prof. X**, (external examiner) prepared a preliminary short independent written report before the viva of **(student name)** and that this is available to the Dean of Graduate Studies if requested.  **Prof. Y**, (internal examiner) prepared a preliminary short independent written report before the viva of **(student name)** and that this is available to the Dean of Graduate Studies if requested.  Top of Form   |  |  | | --- | --- | | **Additional Information**  Please note under Regulations for Higher Degree on Research the PhD/MD Degree:  The report of the Examiners shall be submitted to the Examinations Office **within two weeks of the oral  examination** for consideration by the Standing Committee at its next meeting. | | | **Oral Examination Date:** |  | | **Did the supervisor(s) attend the oral examination?** | | |  | Supervisor name | |  | co-supervisor name (only one can attend the Viva) |  |  | | --- | | **Supplementary Report**  As the report recommends that the PhD not be awarded to the Candidate this section must be completed. | | **An explicit description of the areas of weakness and/or under-performance must be given:** | |  | | **Courses of action required by the examiners before resubmission must be made clear: e.g. requirements for extra work, scale of rewriting, rectification of deficiencies in candidate�s knowledge etc..** | |  | | **If** **Refer, permit submission of a revised thesis with second viva required (1 year) is selected as the Examiners’ recommendation, a supplementary report will appear and will need to be completed. Please see below**   |  | | --- | | **Supplementary Report**  As the report recommends that the PhD/MD not be awarded to the Candidate this section must be completed. | | **An explicit description of the areas of weakness and/or under-performance must be given:** | | **Courses of action required by the examiners before resubmission must be made clear: e.g. requirements for extra work, scale of rewriting, rectification of deficiencies in candidate's knowledge etc.** |   **Submit Final Eeport to Exams** | | **IMPORTANT:** Once you click on the *Submit Final Report to Exams* button below, **neither you nor any of the other examiners will be allowed to make modifications again**. Please ensure that all information above is correct and accurate before clicking this button. If you would like to save your work and continue again later, then please click on the *Save Draft Report* button. | | It is important that in order for the Examinations Office to progress the final report for consideration by Standing, that the button Submit Final Report to Exams is selected. If this is not done, the Examinations Office will not be able to 'view' the on-line report and submit for Standing. | |