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

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

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

Section **8.3** (Arrangements for the Examination)

Section **8.5** (Examination Report)

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

**College Nominees**College of Arts, Social Sciences and Celtic Studies – yvonne.oconnor@universityofgalway.ie
Burren College of Arts - yvonne.oconnor@universityofgalway.ie
College of Business, Public Policy and Law – olivia.noone@universityofgalway.ie
College of Medicine, Nursing & Health Sciences – sharon.glynn@universityofgalway.ie
College of Science – cora.costello@universityofgalway.ie

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

1. Once you have been approved as the Internal Examiner by the relevant College in the University of Galway you will receive an automatic email from the on-line system **Sample Email**

**From:** Graduate Studies, University of Galway <no-reply@universityofgalway.ie>
**Sent:** Thursday 21 March 2019 11:56
**To:** Forde, Anna Marie <annemarie.forde@universityofgalway.ie>
**Subject:** Appointment as University of Galway Internal Examiner/Ceapachán mar Scrúdaitheoir Inmheánach OÉ Gaillimh

Dear Prof Byrnes,

I would like to thank you for agreeing to act as an internal examiner for the Research Masters thesis of Sandra Donohue at the University of Galway.

A copy of the thesis will be submitted to the Examinations Office by the candidate and sent to you from the Examinations Office. A copy of the regulations governing Research Masters examinations (QA245) is available at <https://www.universityofgalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/>(section 8.3.1 to 8.8).

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

|  |  |
| --- | --- |
| **Login URL:** | <https://graduate.universityofgalway.ie/sandbox/public_html/users/login/> |
| **Username:** | Your User ID is your **staff ID number** (0123456S) |
| **Password:** | Your password is the password you log into your PC with |

Should you have any queries regarding delivery of the Research Masters thesis, please contact the Examinations Office at thesissubmission@universityofgalway.ie or by telephone: +353 91 49XXXX. All other queries should be directed to the Research Masters supervisor.

Yours sincerely,
Dean of Graduate Studies

1. You can then log in to the online System ( <https://graduate.universityofgalway.ie/users/login/>)
	1. Your User ID is your staff ID number e.g. 0123456s and your password is the password you log into your PC with.
	2. Under the heading **‘Internal Examiner’** you will see the student name(s) for which you are internal examiner.

| **Name** | **Student ID** | **Status** |  |
| --- | --- | --- | --- |
| Sandra Donohue | 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. Please click **‘Submit Report’** on the relevant student name and complete the Joint Examiners’ report for the Research Masters student under all the required headings. **N.B. The system will not accept the word “I” as this is be a joint Examiners’ report.**
	2. If you would like to save your work and continue again later, then please click on the **Save Draft Report** button.
	3. Once you click 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 clicking this button. 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, examiners 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, examiners, the supervisor, the College contact and Examinations Office will receive an auto 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”).
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