Date

Extern Examiner title and Name

Position

Address 1

Address 2

Address 3

**IRELAND**

Salutation

On behalf of the University Council, I write to inform you that your nomination to act as external examiner for the <insert programme name> for three years from <insert start date> to <insert end date> (inclusive), has been approved.

You are asked to confirm your acceptance of this position to <insert position title and name e.g. Programme Director, Course /Year Coordinator> who will facilitate all arrangements concerning the carrying out of examinations and will provide you with the course-specific information. As an Irish domiciled external examiner making a first claim you are also required to compete and return an (i) External Examiner Set-up claim form and (ii) a Pensions Related Deduction (PRD10) form to comply with Revenue requirements. Payments will be made directly into your bank account and tax deduction will be shown in the remittance advice.

Claims for your fee, travel expenses (from within Ireland), subsistence and any document disposal or return costs should be submitted using the (iii) payment request form to the <insert position title and name as per para 2 above> who will organise the reimbursement for you. Please do not return forms directly to HR or finance as they will only accept forms directly from the School.

Importantly you are required to submit an annual report within **8** weeks of completing your examining duties to the <Senior Lecturer> or <Dean of Graduate Studies>, via the [externreports@tcd.ie](mailto:externreports@tcd.ie) mailbox. You are asked to ensure that any key quality recommendations discussed in the Court of Examiners are included in your annual report. The Annual Report Template and all of the above mentioned forms can be accessed on the key resources page on the <https://www.tcd.ie/teaching-learning/Education/Ext.Examiners/> website. In particular, I would like to draw your attention that byaccepting your role as an external examiner you agree to be bound by the terms and conditions of data processing for external examiners which are found on our [website](https://www.tcd.ie/teaching-learning/Education/Ext.Examiners/PDF/Terms%20and%20Conditions%20Data%20Processing%20External%20Examiners%20.pdf) /or are provided in your information pack/included with the letter]”.

Yours sincerely,