



External Examiners in the Pontifical University

The Pontifical University has followed the long-standing practise of the Irish Universities in appointing External Examiners in each of the major theological disciplines. The system of extern examining has contributed to maintaining the standard of theological excellence of the College, the standing of its degrees, both nationally and internationally, and their comparability with those offered in similar institutions.

External Examiners are normally appointed for a term of three years. They monitor the maintenance of academic standards within a subject area and ensure equity in the results of examinations.

External Examiners are appointed by the Faculty of Theology on recommendation of the appropriate Department. Persons nominated as External Examiners are normally teaching at university level in the area they are to examine.

Prior to Examinations:

Heads of Department will communicate to the External Examiner full information on the courses to be examined (e.g. module descriptions from the Kalendarium), as well as copies of examination papers from previous years if necessary and a description of the methods of assessment used, including Continuous Assessment.

External Examiners approve the examination papers. Draft papers should be sent in sufficient time to enable them to propose changes and to permit discussion of such proposed changes to take place.

The External Examiner will be informed as early as possible of proposed dates for Examination Board.

Examinations:

All examination scripts, essays and other course work contributing to the final grade should be available to the External Examiner. In practise, a sufficient number of scripts and other written work will be sent to the External Examiners which will permit them to determine that the internal marking has been appropriate and consistent. They should normally see a sample of scripts drawn from the top, middle and bottom of the mark range: they should also be sent scripts of borderline candidates.

Where necessary, External Examiners will participate with Internal Examiners in oral examinations.

Following the Examinations:

External examiners will be invited to attend Departmental meetings to discuss the examination results. They will also be invited to attend the Faculty Examination Board meetings.

External Examiner's Report:

Following the Examination, the External Examiner shall submit a brief report to the Department. Where appropriate, the External Examiner may also submit a report to the President.

The External Examiner and Examination Appeals:

External Examiners may be consulted in relation to matters arising from examination appeals.

Examiners at Postgraduate Level

Examiners at Postgraduate Level are appointed by the Faculty of Theology. Their role corresponds to that of External Examiners at Undergraduate level.

Programme External Examiners will be appointed for Masters Degree in Pastoral Theology, the Higher Diploma in Theological Studies, the MTh (Liturgy) and the MTh (Liturgical Music) programmes.

For the degrees of Licentiate and Master, it is appropriate that an External Examiner be nominated who has expertise in the area of the thesis.

For the Degree of Doctor (DD and PhD), the External Examiner must have specialist knowledge of the area of thesis. Names and professional details of the proposed examiners will be submitted by the director to the Postgraduate Board who will bring same to the Faculty Meeting.

For the Doctorate in Divinity, the External Examiner attends the public defence of the thesis.

For the PhD in Theology, the External Examiner attends the *viva voce* examination, along with the Supervisor of the dissertation, the Internal Reader and the Chair of the *viva* board.

External Examiners will submit a report on the thesis submitted for their attention.