**SAMPLE INTERNAL EXAMINER APPOINTMENT LETTER**

*<Date of Letter>*

*<Name of Internal Examiner>*

*<Email Address>*

Dear *<Name of Internal Examiner>*

**Postgraduate Research Internal Examiner Appointment**

**Student:** *<Forename> <Surname>*

**Submission for the degree of:** *<Type of Degree>*

**Research Degree Submission Model:** *<Type of Submission>*

**Title of submission:** *<Title>*

I am pleased to inform you that the School of *<enter School name>* Postgraduate Research Committee has approved a recommendation that you be appointed as internal examiner for the above research degree submission. This is due to be submitted on *<submission date>* and will be sent to you once it has been received. A period of six weeks is normally given to read and examine the submission.

As an internal examiner you will be required to provide the following:

1. An independent report before the oral (viva) examination.
2. An oral examination at Queen’s University Belfast.
3. A joint report with the other examiner(s) after the oral examination.
4. A list of any required amendments following the oral examination.

The appropriate report forms will be sent to you with the submission by Student Administration and Systems. Please note that the examiners’ reports, both independent and joint, will be released to the student with the result of the examination. The external examiner for the submission is *<external examiner title, forename and surname>, <name of university or organisation>.*

Examiners have an obligation of confidentiality regarding the submission and the examination. If you identify any potential conflict of interest between yourself and the student being examined, you should inform your School Postgraduate Office immediately.

The oral examination must be attended by both the internal and external examiners. The oral examination will be convened by an independent Director of Research (or nominee of equivalent experience, i.e. senior lecturer or above), who will be in attendance to monitor the conduct of the examination. Viva examinations may be conducted in-person or remotely via Microsoft Teams.

The Study Regulations for Research Degree Programmes are available online at:

<http://www.qub.ac.uk/directorates/AcademicAffairs/GeneralRegulations/StudyRegulations/StudyRegulationsforResearchDegreeProgrammes/>.

Guidance on the examination process and the role of the examiners, in relation to the University’s regulations and procedures, is contained in the Assessment section of the University’s Code of Practice for Research Degree Programmes, available online at:

<http://www.qub.ac.uk/directorates/AcademicAffairs/ResearchDegreeProgrammes/Assessment/>.

Please note that the University has recently introduced a new research degree submission model, ‘Thesis with Publications’. If you are examining this type of submission, you should familiarise yourself with the University’s [Thesis with Publications submission guidelines](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ResearchDegreeProgrammes/Assessment/TWP/).

Thank you for agreeing to fulfil this important examination role.

Yours sincerely,

Chair, School of *<enter School name>* Postgraduate Research Committee