**SAMPLE INDEPENDENT CONVENOR APPOINTMENT LETTER**

*<Date of Letter>*

*<Name of Independent Convenor>*

*<Email Address>*

Dear *<Name of Independent Convenor>*

**Postgraduate Research Independent Convenor 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 the Independent Convenor for the examination of the above research degree submission. This is due to be submitted on *<submission date>,* and a period of six weeks is normally given to complete the examination process.

An oral (viva) examination is required and must be attended by both the internal and external examiners and convened by an independent Director of Research (or nominee of equivalent experience, i.e. senior lecturer or above). Viva examinations may be conducted in-person or remotely via Microsoft Teams.

As the Independent Convenor, you will be required to monitor the conduct of the oral examination, ensuring that the University’s Study Regulations for Research Degree Programme and Code of Practice for Research Degree Programmes are adhered to. You will then complete the Report of the Independent Convenor after the oral examination. Guidance on the examination process and the role of the Independent Convenor, 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/>.

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

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

Please note that the University has recently introduced a new research degree submission model, ‘Thesis with Publications’. If applicable to the submission being examined, you should familiarise yourself with the [Thesis with Publications submission guidelines](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ResearchDegreeProgrammes/Assessment/TWP/) prior to the examination date.

Thank you for agreeing to fulfil this important examination role.

Yours sincerely,

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