**SAMPLE INDEPENDENT CONVENOR APPOINTMENT LETTER**

Date of Letter

«Names\_of\_convenor»

«Address\_1\_internal»

«Address\_2\_internal»

«Address\_3\_internal»

Dear «Names\_of\_convenor»

**Independent Convenor Appointment**

**Student: «Title» «Forename» «Surname»**

**Thesis for the degree of: «Type\_of\_Degree»**

**Title of thesis: «Title\_of\_thesis»**

I am pleased to inform you that the School of XXXX Postgraduate Research Committee has approved a recommendation that you be appointed as the Independent Convenor for the examination of the above thesis. The thesis is due to be submitted by *«Submission\_date»,* and a period of six to eight weeks is normally given to complete the examination process.

An oral 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). It is University policy that the oral examination shall take place in the University with the external examiner travelling to Belfast to attend it.

As the Independent Convenor you will be required to monitor the conduct of the oral examination and 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/>.

Yours sincerely

Chair, School of XXXX Postgraduate Research Committee