**SAMPLE INTERNAL EXAMINER APPOINTMENT LETTER**

Date of Letter

«Names\_of\_examiners\_internal»

«Address\_1\_internal»

«Address\_2\_internal»

«Address\_3\_internal»

Dear «Names\_of\_examiners\_internal»

**Internal Examiner 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 internal examiner for the above thesis. The thesis is due to be submitted by *«Submission\_date»,* and will be sent to you as soon as possible after that date. A period of six to eight weeks is normally given to read and examine the thesis.

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

1. An independent report before the oral 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 thesis by Student Services 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 thesis is **«External \_Examiner», University of «Address»**.

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

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/>.

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