

# School User Guide

Updates to QGIS Notice  
of Intention to Submit  
and Nomination of  
Examiners for Research  
Degree Programme  
Students

August 2024



## Overview

One of the objectives of the University's Programme Management Framework is to expand the types of thesis submission models available to students at Queen's as part of their Research Degree Programme (RDP). The aim is to create more flexibility and student choice, and enhance students' experience and employability. The following QGIS updates are now live to facilitate the submission models available to RDP students. This includes the new [Thesis with Publications](#) submission model which will be available from 16 September 2024.

## Notice of Intention to Submit

### 1) Student view of Notice of Intention to Submit form

#### Service Requests

Select a Request Type

1 2 3

Select a Request Type Personalize | Find | View All | [grid icon] | [refresh icon] First 1-4 of 4 Last

Request Type
<input type="radio"/> <a href="#">Notice of Intention to Submit – Monograph Thesis</a>
<input type="radio"/> <a href="#">Notice of Intention to Submit – Thesis with Publications</a>
<input type="radio"/> <a href="#">Notice of Intention to Submit – Creative Practice Portfolio</a>
<input type="radio"/> <a href="#">Notice of Intention to Submit – PhD by Published Works</a>

Cancel < Previous Next >

Separate forms have been created for the submission models available. The student should select their research degree submission model. This will open the standard Notice of Intention to Submit form.

**Monograph Thesis:** This submission is a unified document of several chapters, typically comprising introduction, methodology, research findings, and discussion. The student is the sole author of the full thesis.

**Thesis with Publications:** This submission is a cohesive document which integrates one or more research papers into the thesis structure. Students may include material which has been published or is in a format suitable for publication which was produced during registration on a research degree programme at the University. The publications can have multiple authors although it is expected that the student will normally be first author or have played a significant role in developing and writing the research.

**Creative Practice Portfolio (formerly Creative Practice Research Project):** This submission will include original creative work, for example music, writing or design, presented in an appropriate form and accompanied by a critical analysis. The analysis will define research objectives, address theoretical contexts, and reflect on methodologies and creative processes.

**PhD by Published Works:** This submission is a portfolio of original work containing several peer-reviewed publications related to a unified research theme or field, produced prior to registration at the University.

## 2) School view of Notice of Intention to Submit when submitted by student

### Admin Service Request details

Service Request for [REDACTED]

Queen's University Belfast

Request Category: Research Request Number 5668  
Request Type: Notice of Intention to Submit – Thesis with Publications Request Date 12/08/2024  
Request Subtype: Publications Status: New Request Submitted  
School of Medicine, Dentistry and Biomedical Sci

Status Date	Comment	Status	By	Display to Student
12/08/2024	This is my thesis title	New Request Submitted	E [REDACTED]	<input checked="" type="checkbox"/>
	30/09/2024			

[Add Comment](#) [Update Last Comment](#) [Reassign](#) [Send Notification](#)

\*Status

Candidate Number

File Attachments [Personalize](#) | [Find](#) |  |  First  1 of 1  Last

Attachments	Audit	Attached File	Visible to Student	View	Add Attachment
			<input type="checkbox"/>	<a href="#">View</a>	<a href="#">Add Attachment</a>

[Save](#) [Return to View Requests](#)

### 3) Student view of Notice of Intention to Submit

**My Request Detail**

Queen's University Belfast

**Category** Research **Request Number** 5656

**Type** Notice of Intention to Submit – Thesis with Publications **Request Date** 02/08/2024

**Subtype** School of Medicine, Dentistry and Biomedical Sci **Status** Approved

Status Date	Comment	By
02/08/2024	This is my Thesis Title	
30/09/2024		

[Add Comment](#) [Update Last Comment](#)

**File Attachments** Personalize | Find | | First 1 of 1 Last

[Attachments](#) [Audit](#)

Attached File	Description	View	Add Attachment
<input type="text"/>		<a href="#">View</a>	<a href="#">Add Attachment</a>

[Save](#) [Cancel](#)

# Nomination of Examiners

## 1) School view of Nomination of Examiners form prior to submission/endorsement

### Submit a New Nomination

Academic Career Postgraduate Academic Program Medicine - Research  
Student Career Nbr 0 Academic Plan PhD Medicine  
Thesis Title Characterisation of Novel Small Molecule Inhibitors of HUWE1 for Multiple Myeloma  
Intended Submission 30/09/2024 Status Intention to Submit

### Supervisor(s) ?

Personalize | Find | View All | [grid icon] | [refresh icon] First 1-2 of 2 Last

Academic Advisor	Advisor Name	Advisor Role
1	[blurred]	Co-Supervisor (Primary)
2	[blurred]	Co-Supervisor (Secondary)

### Nomination Details ?

Has the student undertaken the required minimum period for the research degree? [dropdown]

\*Research Submission Mode [dropdown] (Invalid Value)

Does the student require [dropdown] Creative Practice Portfolio

Has a [dropdown] Monograph Thesis

[dropdown] PhD by Published Works

[dropdown] Thesis with Publications

### External Examiner 1 Details ?

Copy Ref [input] [search icon] [Copy]

Title [dropdown] First Name [input] Surname [input]

Other [input] Date of Birth [input] [calendar icon] Gender [dropdown]

Using the dropdown menu, select the student's research degree submission model. Ignore 'Invalid Value'.

## 2) School view of Nomination of Examiners form when nomination is approved/completed

### View All Nominations

Academic Career Postgraduate      Academic Program Medicine - Research  
Research  
Student Career Nbr 0      Academic Plan PhD Medicine

Thesis Title  
Characterisation of Novel Small Molecule Inhibitors of HUWE1 for Multiple Myeloma

Intended Submission 30/09/2024      Status Intention to Submit

#### Supervisor(s) ?

Personalize | Find | View All | |      First 1-2 of 2 Last

Academic Advisor	Advisor Name	Advisor Role
1	[Redacted]	Co-Supervisor (Primary)
2	[Redacted]	Co-Supervisor (Secondary)

#### Nomination Details ?

Has the student undertaken the required minimum period for the research degree? Yes

**Research Submission Model Thesis with Publications**

Is this a Re-submission? No

Does the student require two external examiners? No

Has a concession been granted? No

#### External Examiner 1 Details ?

# Appointment Letter

The external examiner appointment letter has been updated with a new field, **Research Degree Submission Model** to ensure that they are aware of the model being used by the student. A paragraph has also been added to direct the external examiner to the [Thesis with Publications submission guidelines](#), if applicable.



## Academic Affairs

Queen's University Belfast  
Belfast  
BT7 1NN  
Northern Ireland  
Tel 028 9097 3002/5/6  
Fax 028 9097 5110  
Email [academic-affairs@qub.ac.uk](mailto:academic-affairs@qub.ac.uk)  
[www.qub.ac.uk](http://www.qub.ac.uk)

Dear

### Postgraduate Research External Examiner Appointment

#### Student:

**Submission for the degree of:**

**Research Degree Submission Model:**

**Title of submission:**

#### Internal Examiner:

I am pleased to inform you that the Education Committee (Quality and Standards), on behalf of Academic Council, has approved your appointment as an external examiner for the above research degree submission. This is due to be submitted on \_\_\_\_\_ and will be sent to you once it is received. A period of six weeks is normally given to read and examine the submission.

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

- (i) An independent report before the oral examination.
- (ii) An oral examination at Queen's University Belfast.
- (iii) A joint report with the other examiner(s) after the oral examination.

The appropriate report forms will be sent to you with the submission. Please note that the examiners' reports, both independent and joint, will be released to the student with the result of the examination.

Regulation 7 Assessment/Award of the [Study Regulations for Research Degree Programmes](#) and the [Assessment](#) section of the Code of Practice for Research Degree Programmes give further guidance and must be read before the completion of the independent report.

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 [Thesis with Publications submission guidelines](#).

#### Important Information:

Viva examinations may be conducted in-person or remotely via Microsoft Teams. Viva examinations

will be arranged by the School and a member of staff from the relevant School will be in touch with you in due course to confirm the appropriate arrangements.

This appointment entitles you to a fee in accordance with the scale appended to this letter, to an attendance allowance for the oral examination, and to a refund of any travel and subsistence expenses incurred at the current rates for Queen's University academic staff. A claim form for the fee and expenses will be enclosed with the documents accompanying the thesis.

While I expect most of your contact to be with the staff in your subject area or discipline, please do not hesitate to contact the Postgraduate Administrator or School Manager in the relevant School, if you have any queries in relation to the examining process.

On behalf of the University, may I thank you for your assistance in undertaking the role of external examiner.

Yours sincerely

Karen Grünh  
Quality Assurance and Regulations Officer, Academic Affairs

<b>Fees:</b>	Master's (Research)	£79
	PhD and Higher Medical Degrees	£124
	Higher Doctorates	£161
	Attendance Fee/Meeting Allowance	£31
<b>Travel:</b>	First class rail or tourist air fare	
<b>Subsistence:</b>	At current rates for Queen's University academic staff	

## Questions?

Contact us:

- For QGIS system queries: [studentsystems@qub.ac.uk](mailto:studentsystems@qub.ac.uk)
- For regulations and procedural queries: [qar@qub.ac.uk](mailto:qar@qub.ac.uk)

## Resources

[Strategy 2030](#)

[Thesis with Publications](#)

[Study Regulations for Research Degree Programmes](#)

[Code of Practice for Research Degree Programmes](#)

**QGIS Business Support & Quality Assurance and Regulations Teams, August 2024**