

Internal Examiner's Checklist

- This DOES NOT need to be submitted by the Internal Examiner.
- This is for your own use and records.

Candidate's Name:		Heriot-Watt Person ID:	
School:		Degree Sought:	

Please ensure all items are checked	√
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Essential Information Required

The External Examiner has submitted their New Staff Details form before commencing the viva (if none held, the form is still required to be submitted to the relevant School Postgraduate Research Administrator to enable payment of Fee and any expenses).	
The External Examiner brings the required identification documentation (statutory requirement of UK Visa and Immigration). This must be verified as a true copy and signed and dated by a HWU member of staff (return to the relevant School Postgraduate Research Administrator with the New Staff Details Form).	

Individual Examiners Reports

The Individual Examiners Reports have been signed and dated before the viva has taken place (if one held).	
All sections have been completed.	

Joint Examiners Reports

The viva date has been provided on the Joint Examiners Recommendation form (if no viva held, state 'None held').	
The form has been signed and dated by all Examiners.	
The Internal examiner has formally notified the candidate in writing of the examiners' recommendations within a week of the oral examination (if one held).	
All sections have been completed.	

Internal Examiners Declaration Form

Point 2 - if YES , I confirm that I have completed the comment box.	
Point 5 – a random check of the electronic copy of the thesis has been checked to ensure it is an exact copy of the final bound thesis.	
The form is signed and dated.	