Dear [examiner]

I am the Principal Supervisor for **[student name]**, who is currently finalising their thesis, titled ***“[thesis title]”*** for submission and examination. I am seeking your assistance to act as an external examiner for this doctoral thesis.

*Nomination of examiners*

The University of South Australia Thesis Preparation and Examination procedure requires the nomination of three external examiners. All nominated examiners must have:

* demonstrable expertise in the content area of the thesis,
* a solid understanding of research processes and practice, and
* an understanding that [research degree] programs aim to train candidates for independent research.

*Oral defence of the thesis (Include if student undertaking an oral defence)*

PhD candidates at the University of South Australia who commence from 2016 will undertake a compulsory defence of their thesis (also known as a “viva”) via video conference with the panel of examiners. Current research degree students may opt-in to undertake a defence as part of their thesis examination process.

*Requirements of external examiners*

Should you be selected as one of the two examiners by the University examination panel, the thesis will be sent to you in electronic format and you will be supplied with the examination criteria and supporting guidelines for use in your assessment of the thesis. You will be provided with an honorarium for undertaking this examination.

Each examiner is requested to provide a written report considering the student’s ability to demonstrate critical analysis and original thought, a comprehensive and detailed knowledge of the literature and theoretical understandings relevant to the field of study and to apply appropriate research methodologies. Examiners are requested to comment on the extent to which the thesis makes a significant original contribution to knowledge and/or the application of knowledge within the field of study. In addition, examiners are required to comment on the quality of the presentation of the thesis.

It is my expectation that the thesis will be submitted for examination by the **[day month year]**. Once processing has been completed through the University’s Research Examination team, a digital copy of the thesis is sent to examiners. Examiners are requested to complete examination of the thesis within 6 weeks of receiving the thesis.

(Include if undertaking an oral defence)

The oral defence of the thesis will be conducted approximately two weeks after all examiner reports are received. Depending on the location of examiners, the defence may take place outside normal business hours but every effort will be made to hold the event during reasonable hours for everyone involved.

*Next steps*

For your reference, I have attached the abstract of the thesis. You may also wish to view our [Frequently Asked Questions for Examiners](https://i.unisa.edu.au/siteassets/students/research-students/docs/frequently-asked-questions-for-examiners.pdf?1564011855689).

If you choose to accept this invitation to examine the thesis, please confirm that you do not have any conflict of interest with the student or the supervisor/s, whether it be of a personal, professional, or commercial nature, or the University of South Australia within the last five years, or in the near future. To assist you with this confirmation, we have listed the student’s supervisory panel members below:

|  |  |
| --- | --- |
| Supervisory Panel Member | Role |
| Supervisor Name | Principal Supervisor |
| Supervisor Name | Co Supervisor/s |
| Supervisor Name | Associate Supervisor/s |
| Supervisor Name | Advisor/s |

If you agree to accept this invitation, the University requests that you complete the attached Confidential Disclosure Deed by adding in your name and signature and return it with your confirmation email. **Supervisors**: add the student name and thesis title to the form before sending it to the examiner.



If you are willing to accept this invitation to be nominated as an examiner, please confirm via return email and provide a current detailed copy of your Curriculum Vitae.

I realise that your work commitments may limit your availability to be nominated as an examiner but I hope that you can consider this invitation positively.

I look forward to hearing from you and am happy to answer any queries you may have relating to the thesis examination process.

Kind regards,

[supervisor]