Dear **<Examiner Name>**

I am the Principal Supervisor of **<Student Name>** who is currently finalising their thesis titled **<Thesis Title>** for submission and examination. I am seeking your assistance to act as an examiner for this **<degree name>** thesis. For your reference I have attached the abstract 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 Higher Degree Research 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.

The thesis will be sent 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 of at least 2 A4 pages addressing the examination criteria.

If you accept this invitation, please confirm via return email with the following information:

1. Details of 2 of your publications from the last 5 years
2. Confirmation that you can examine the thesis within 6 weeks of receipt
3. Confirmation that you can examine the thesis electronically, or alternatively provide a street address if you require a hard copy.
4. Have you previously examined a thesis for this degree?
5. Have you supervised students studying this degree?

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