**University of Adelaide examiner invitation template**

The following template contains information a potential examiner will need to know about the University of Adelaide examination process before accepting an invitation to act as an examiner. It includes questions which should help collect information needed for the completion of the Nomination of Examiners form. It is not a requirement that examiners are invited using this template; it has been developed an optional tool to assist with what can be a challenging task.

Please note the following when using this template:

* As noted in the text please attach an abstract of the thesis to your email
* Text in red denotes sections requiring specific information regarding the student and thesis
* The text provided is a suggestion, please customise it to suit your needs
* If inviting a University of Adelaide staff member to examine a masters thesis delete the point regarding the honorarium.

The [Nomination of Examiners form](https://www.adelaide.edu.au/graduatecentre/staff-resources/examination-resources#nomination-of-examiners) outlines specific information on examiner eligibility and the process for nominating examiners. If you have any queries regarding the nomination of examiners or examination processes please contact the Adelaide Graduate Centre: graduate.centre@adelaide.edu.au

Dear Professor/Associate Professor/Dr XXX

I have been supervising a PhD/MPhil student named XXX in the School of XXX at The University of Adelaide along with XXX and XXX. We expect that their thesis entitled XXX will be submitted for examination in MONTH YEAR.

Given your expertise in this topic, we hope that you may be willing to act as an examiner of the thesis. I have attached an abstract of the thesis for your review to allow you to confirm that the thesis will be of interest to you.

Examinations are centrally managed by the Adelaide Graduate Centre and once the thesis has been submitted all contact will come from them. The following information describes how the examination will occur:

* The examination will be conducted electronically. You will receive an email from the Adelaide Graduate Centre with instructions on how to download the thesis and other documents regarding the program requirements and forms for making your recommendation on the thesis
* A University of Adelaide examination requires the submission of written reports from 2 independent examiners. A ‘normal’ written report would be around 4 pages and we ask that you provide a minimum of 1 page of feedback to the student on the thesis. Once the outcome has been determined your written report will be provided to the student. You can request that your name is kept confidential from the student if you wish. Oral examinations/vivas are not conducted at The University of Adelaide.
* Normally examiners are asked to submit their reports within 4 weeks of receiving the thesis. If you will require additional time please let me know
* An honorarium will be paid to you on receipt of your report.
* During the examination there is no contact between the examiner and the student or supervisors. If you have any queries during the examination they should be directed to the Adelaide Graduate Centre: graduate.centre@adelaide.edu.au

The University of Adelaide is committed to ensuring that there is no conflict of interest in the examination of a thesis, whether a real conflict or something that may be perceived by others as a conflict. Can you please confirm that you have no conflict of interest that would prevent you from acting an examiner of this thesis. This could include any contact or relationship you may have with the student, a supervisor or the University of Adelaide.

Could you please let me know if you would be willing to examine XXX’s thesis. If so could you please provide the best email address to contact you on, your full mailing address and information on your affiliation with a University or Research Institution.

I would appreciate it if you could advise if you are willing (or otherwise) to examine the thesis within the next week.

Kind regards