**Sample email a supervisor can use to approach an examiner**

Dear Professor …….,

We have not met but I am familiar with your exceptional research on ………

As your research interests align to that of my PhD student I write to ask if you are available to act as an examiner for a PhD? Your expertise would be of incredible value in the examination process.

……. (Student) is an excellent student with a background in……..

 The title of the thesis is ……..and I have attached a copy of the abstract.

The thesis is expected to be submitted around …….. and the University policy allows for 6 weeks for you to complete the examination. The university pays a small honorarium for your service, AU$549 for a PhD ($309 for a Masters by Research).

*For international examiners*: The examination process in Australia differs slightly to other countries and does not require an oral defence, only the written thesis is examined by independent, external, experts. A trip to Adelaide is not required.

If you are available to examine this thesis, can you please reply to this email and attach a copy of your CV, which includes a list of your publications from the last five years.

Once you have been approved by the University as an examiner, our Office of Graduate Research will email you with further details. The examination process will be managed in our online system called Inspire.

Thank you for considering this request and all the best with your ongoing work.

Kind regards,