**Email Template for Contacting an External Examiner**

Dear Dr. [name of examiner],

I am contacting you to inquire as to whether you would be willing to act as external examiner for a PhD student I am supervising. Theses submitted for the doctoral degree at McGill University are appraised concurrently by an external authority on the subject of the thesis and by members of the University. I would be most grateful if you could act as that external authority.

The thesis title is given below, and I have attached the abstract to this email, to give you a better idea of the thesis contents. I believe that your expertise in the area would make you ideally suited to examine this thesis. The thesis is approximately [###] pages long.

If you are willing to undertake this, you will be asked to submit written comments and questions (one or two pages) for the oral defence, as well as an overall evaluation of the thesis. If you agree, a thesis evaluation form and will be sent to you along with the thesis. I expect that you will receive the thesis in [month] and you will have approximately four weeks for reading and evaluating the thesis. Please note that, at McGill University, external examiners are rarely invited to the oral examination. Unfortunately, we are unable to provide an honorarium for evaluating the thesis.

If you believe that there is a conflict of interest that may prejudice your objective judgement of the thesis (see [checklist](https://www.mcgill.ca/gps/files/gps/conflict_of_interest_checklist_2017.pdf)), please let me know.

Please note that McGill does not allow contact between the examiners and the student, and that any contact with the supervisor must avoid discussion of the quality of the thesis, or its detailed contents.

Thank you in advance for your consideration. I look forward to hearing from you.

Best regards,

[your name]

[title]

[affiliation]

Thesis Title:  [thesis title]

Author:        [student's name]

Department:    [student's home department]

Degree:        Doctor of Philosophy