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| **How to contact examiners by Simon Moss** |

After identifying potential examiners, the principal supervisor will need to contact these individuals. You might begin with a casual email if

* you are acquainted with this person
* this person is acquainted with you, or
* you know someone in common.

An example appears in the following box.

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| Dear Betty  You might remember that we met at the conference last year—and that I am a colleague of Frank. I was wondering whether you might be interested in examining a thesis on mindfulness. If so, I can send more information later  Cheers  Helen |

Regardless of whether you send a casual email, you should also send a more informative email as well. In particular, you will need to

* convey the honorarium payment that examiners will receive
* specify the due date
* clarify the role of examiners
* determine whether they are willing to receive the thesis electronically.

To achieve this goal, you could utilise the template that appears in the following box. You would obviously modify the material in square brackets

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| Dear [Betty]  **Request**  One of my PhD candidates, [Sam Sams], will submit [her PhD] thesis in [a month] or so. The thesis will comprise about [70 000] words. The aim of this project is to [assess whether mindfulness is effective in remote communities]. We would be delighted if you could be one of the examiners.  **Relevant information**  To help you decide, I should clarify that   * CDU prefer that examiners assess the thesis, and submit a report, within 8 weeks if possible * The report usually comprises about 2 to 6 pages * As a token of appreciation, you would receive an honorarium of [$420 for PhD theses or $260 for Masters by Research theses]   **Questions**  If you are interested, could you   * clarify whether you would be willing to receive the thesis over email as a pdf, primarily to save paper, or would you prefer a printed version * send me a CV, such as your qualifications, appointments, and publications * send me your contact details—such as your work address and mobile number * specify how many theses you have marked before   Let me know if you would like more information  Cheers  Helen |