

Follow-up for late examiners

The issue of dealing with late examiners is a constant problem for the Faculty. Below is a template for a follow-up message to late examiners, which has proven effective.

Dear Dr Xxxxx,

I am writing about the PhD thesis of Xxxxxxx Xxxxx. It is now over three months [insert other time if appropriate] since your report was due, and the reports of the other examiners were received a long time ago. As a PhD examiner myself, I am well aware of the time commitment required to examine a PhD thesis. However, the student, the supervisor and the University now desire to have the examination completed as quickly as possible. The time has come to ask whether this would best be achieved by sending the thesis to a different examiner.

I am asking you to complete the examination and send your report to the University within 4 weeks. If your report has not been received by UNSW by [4 weeks from date of message], the Faculty will appoint a different examiner.

Please contact me by phone or email if you wish to discuss this.

Yours sincerely

Xxxxxxx Xxxxxxx
Post-Graduate Co-ordinator, School of Xxxxxx