[EXAMINER NAME]

[INSTITUTION]

[DATE]

Dear Professor/Dr [NAME],

Many thanks for agreeing to examine the [QUALIFICATION] thesis produced by [CANDIDATE NAME] at the University of Westminster.

To be able to proceed with the appointment please can I ask you to complete the attached External Examiner Form which will enable me, as the Director of Studies, to officially propose the examination panel via our Virtual Research Environment (VRE) and for it to progress through to Graduate School Board where, hopefully, it will be approved.

Further information and guidance on the examination process will be issued by the Graduate School Registry once the exam arrangements have been submitted and approved.

Yours faithfully,

[SIGNED]

[SIGNATURE]

**NEW EXTERNAL EXAMINER DETAILS FORM**

Completed by the external examiner. Please return with a recent CV.

**External Examiner details:**

|  |  |
| --- | --- |
| Title: |  |
| First Name(s): |  |
| Known by (if other): |  |
| Last Name: |  |
| Date of Birth: |  |
| Email address: |  |
| Telephone number: |  |
| Present post: |  |
| Current employer: |  |
| Postal Address for Correspondence: |  |
| Name of Candidate |  |
| Number of research degree candidates previously examined: |
| MPhil Chair of examiners |  |
| MPhil Examiner |  |
| PhD Chair of Examiners |  |
| PhD Examiner |  |