**Appendix 1 - Sample Approach Letter from Primary Advisor to External Examiners**

Dear [EXAMINER’S NAME],

I am contacting you to ascertain your willingness to examine a JCU [INSERT DEGREE] thesis. The thesis is titled [TITLE] and has been written by [CANDIDATE’S NAME]. A copy of a brief thesis abstract is enclosed for your information.

The thesis requires examination by two examiners of international standing who are external to JCU (edit for MPhil: two examiners of international standing, one of whom is external to JCU) who each prepare a qualitative formative report and provide summative recommendations from a designated list of options.

If you are willing to examine the thesis, the JCU Graduate Research School will approach you formally and will suggest a six (6) week turnaround time.

Please advise by return email if you are willing to examine this thesis.

Yours sincerely,

[YOUR NAME AND AFFILIATION(S)]