

COVER LETTER TO EXAMINERS

Dear Examiner

EXAMINATION: (Degree):

Name and student number

Title of dissertation/thesis:.....

Thank you for your willingness to examine the dissertation/thesis of (student name).....
.....

Kindly please note the following:

1. Kindly please inform the Postgraduate Officer (see contact details below) within one week of receipt that you accept the appointment as examiner.
2. Should you wish to withdraw as examiner, kindly please give notice to the Postgraduate Officer within one week of the date of receipt.
3. Examiners have six (6) weeks to submit their report to the Postgraduate Officer. If possible an earlier submission will be appreciated.
4. Should you require a hard copy in addition to the soft copy, kindly please inform the Postgraduate Officer within one week of the date of receipt.
5. A reminder will be sent to the examiners 14 days before the 6 week marking period expires.
6. You are kindly requested to submit the attached completed HDC 1.7 form with your proposed mark as well as your examiner report.
7. Should your report not be received at that time, the Postgraduate Officer will issue you with a reminder.
8. Should you at the time of the six weeks' period require extension, an additional two weeks may be granted if you submit the request to the Postgraduate Officer, to bring the final return time to eight (8) weeks. The revised date will then be communicated to you.
9. Should you request any extension after the additional extension of two weeks (and the total of eight weeks), a motivation has to be supplied.
10. Should the report not be received after the eight weeks, your appointment as examiner will be terminated, without payment.
11. Examiners are requested not be in contact with any of the supervisors/co-supervisors or students related to the examination of this thesis. Any queries should be directed through the postgraduate officer.

For your convenience, the above are presented in the following Table, with the dates at each step indicated.

Dates:

	Date (PGO to include dates below)
Examiner PGO emails thesis and all supporting documentation	
Date examiner to confirm receipt of dissertation	(max 1 week from date of sending thesis)
Date examiner to inform PGO of withdrawal (only if applicable)	(Max 1 week from date of sending thesis)
Examiner to indicate if a hard copy is required	(Max 1 week from date of sending thesis)
Examiner is expected to submit completed HDC 1.7 with proposed mark and examiner report	(6 weeks from date of sending email)
Faculty meeting for approval of examiner reports	
CPUT Higher degrees committee for approval of examiner reports	
Senate submission for approval for graduation	
Expected graduation date:	

We thank you for your cooperation.

Kind regards,

.....

Title (Mr/Ms/.....)

Faculty of

Postgraduate officer

Email:

Tel: