**Sample Format for Listing Examiners**

(Date) preferably in the following format (26 June 2018)

Rector

University of Management and Technology

Lahore, Pakistan

Subject: **List for Examiners for PhD Linguistics (or any other) Dissertation Evaluation**

Dear Sir,

PhD (title of discipline) dissertation titled: “…” of Ms/Mr (name of the candidate), bearing University ID: …conducted under the supervision of Dr:…….. is ready for examination. A list of international/external examiners is prepared as per rules for the evaluation of the said dissertation. Kindly review the following list to approve the relevant experts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Foreign Examiners** | | | | | |
|  | **Name** | **Designation& Department** | **Research Interest** | **Mailing Address & Contact No.** | **Consent** |
| 1 |  |  |  | |  | | --- | | Email Address:  Phone Number:  Postal Address: | |  |
| 2 |  |  |  | Email Address:  Phone Number:  Postal Address: |  |
| 3 |  |  |  | Email Address:  Phone Number:  Postal Address: |  |
| 4 |  |  |  | Email Address:  Phone Number:  Postal Address: |  |
| 5 |  |  |  | Email Address:  Phone Number:  Postal Address: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Local Examiners** | | | | | |
|  | **Name** | **Designation& Department** | **Research Interest** | **Mailing Address & Contact No.** | **Consent** |
| 1 |  |  |  | Email Address:  Phone Number:  Postal Address: |  |
| 2 |  |  |  | Email Address:  Phone Number:  Postal Address: |  |
| 3 |  |  |  | Email Address:  Phone Number:  Postal Address: |  |
| 4 |  |  |  | Email Address:  Phone Number:  Postal Address: |  |

**Attachments:**

CV’s of all examiners with necessary details mentioned in ‘Criteria for the Selection of Doctoral Thesis Examiners’.

Sincerely,

Dr/Mr (name)

Adviser PhD Program

(Designation)

(Department’s Name)

University of Management and Technology, Lahore

(Note: Approval is required by Chairperson of the relevant Department and the relevant Dean before sending this document to the Office of Controller of Examination)