**External Examiner’s Report on the Dissertation of [*student’s name*]**

**“[*dissertation title*]”**

**Submitted in [*year*] at the [*Department of XY*]**

1. Brief summary of the dissertation
2. [It is advisable that the summary provided here should be no longer than one paragraph in length (longer summaries are superfluous as both an abstract and an author’s overview are mandatory components of the dissertation).]
3. Brief overall evaluation of the dissertation
4. [It is advisable that the evaluation of the overall level of achievement provided at this point should be about a paragraph long. A brief evaluation of this kind is particularly helpful in the case of longer reports, since the examiner’s overall opinion on the quality of the dissertation can be clearly expressed here, before a more detailed analysis of the individual aspects of the dissertation is provided.]
5. Detailed evaluation of the dissertation and its individual aspects
6. [Please provide a detailed evaluation of the dissertation. Among other things, this evaluation should consider the criteria listed below (preferably providing examples from the text to illustrate all critical points). You can either organise your comments separately, according to the individual criteria, or formulate a longer overall summary addressing all the criteria at once.
7. *Structure of the argument*
8. [Is the argumentation lucid throughout? Is it always clear what the author is attempting to express and why he/she is doing so at specific instances in the text? Is the dissertation clearly structured? Is the dissertation aimed at achieving a clearly set objective and is the author successful in following this objective?]
9. *Formal aspects of the dissertation*
10. [Is the author coherent in the use of abbreviations, syntax of bibliographical references, transcriptions of foreign terms, etc.? Are the footnotes formatted correctly? Is the language of the dissertation grammatically correct and free of linguistic infelicities? Is the dissertation visually well-presented, and graphically well-formatted?
11. *Use of sources and/or material*
12. [Does the author work transparently with secondary sources? Are all relevant sources made use of? Are the primary sources used properly and reference made to their original language wherever appropriate? Are the sources employed in a methodologically correct manner? If the dissertation is based on data collection, is the methodology used for data collection and analysis coherent? Are all the individual steps in data analysis justified and well executed? Is the method of data collection and processing in line with the main research question or hypotheses tested? Does the interpretation of the results proposed by the author follow from the results of the empirical research or sources on which the work relies?
13. *Personal contribution to the subject*
14. [Is the dissertation merely a compilation of information, or does the author employ the primary and secondary sources to propose an original, organically formulated contribution to the field?]
15. Questions for the author
16. [You may wish to propose several questions for the doctoral candidate to address at the defence. It is possible to do so in the form of a more extensive critical analysis of the dissertation. However, if you do so, you are advised to arrange your main questions into separate points.]
17. Conclusion
18. [Please conclude your report with the following standardised formulation (which can be elaborated upon as needed, clarified, or prefaced with a more extensive summative evaluation):]
19. I provisionally classify the submitted dissertation as *passed – failed*.
20. [Date] [signature]