

Checklist for MPhil/PhD Examiners



Connections with the candidate / supervisor

Please inform the Doctoral School (doctoralschool@royalholloway.ac.uk) if you have had any connections with either the candidate you are examining or his/her supervisor/adviser which you believe would make it desirable for Royal Holloway to reconsider the appropriateness of your appointment. These connections could be either personal or professional. For example, it is considered that an examiner who has played a significant part in advising the candidate is inappropriate as is an examiner who has collaborated with the candidate on a joint published paper. Please note that it is accepted that examiners will usually be acquainted with the supervisor and sometimes with the candidate; this, in itself, is not a bar to acting as an examiner.

MPhil/PhD examination process

1) Submission of the thesis – On receipt of the thesis at Royal Holloway, the thesis will be sent by email to you with links to the following forms/information:

- [Preliminary Report form](#)
- [Viva Outcome Report form](#)

If you are not a Royal Holloway member of staff:

- [Guidance on Expenses](#)
- [Examiner's Invoice and Expenses form](#)

2) Preliminary Report – You are asked to write an independent report on the thesis before conferring with your co-examiner. The Preliminary Report form should be emailed to doctoralschool@royalholloway.ac.uk at least 3 working days prior to the oral examination. Where reports are received in time from both examiners, they will be shared with examiners and the Independent Chair by the Doctoral School, before the viva.

3) Viva examination – All MPhil/PhD candidates are expected to be examined orally and in the presence of an Independent Chair. Possible exceptions regarding resubmission are outlined in the [Research Degree Regulations](#).

- The candidate's supervisor will contact you to arrange a date for the oral examination.
- The candidate may opt for the viva to be held by [video conference](#) rather than face-to-face. Once the date for the viva has been agreed, the Independent Chair will send out the invitations to the meeting.
- If the viva is taking place face-to-face, College Regulations require that the oral examination should take place at the Royal Holloway Egham campus, or at Bedford Square or Senate House in central London.
- The oral examination should be held within three months of the thesis being dispatched to the examiners. If there is difficulty in complying with this request, please inform the Doctoral School.
- A recording will be made of the oral examination and will only be referred to in the case of an appeal against the outcome.

4) Viva Outcome Report – After the examination, you are asked to email the [Viva Outcome Report form](#). This report should be emailed to the [Doctoral School](#) within two weeks of the oral examination. The Preliminary Reports will not normally be made available to the student so please do not refer to the Preliminary Reports in the Viva Outcome Report. Where digital signatures cannot be added to our documents, typed signatures will be accepted if confirmed by email.

5) Examiner invoice and expenses – The Examiner Invoice and Expenses form should be sent electronically with the Viva Outcome Report form to doctoralschool@rhul.ac.uk. Royal Holloway examiners are not eligible for the examination fee but may submit an [expense form](#) for travel if the viva is held in central London.

If you and your co-examiner are not able to reach a decision, please contact doctoralschool@royalholloway.ac.uk for advice.

If you have any concerns or wish to seek advice at any stage of the examination process, please do not hesitate to contact:

doctoralschool@royalholloway.ac.uk