

## Checklist for MPhil/PhD Examiners

### Connections with the Candidate / Supervisor

Please inform Student Administration ([researchdegrees@rhul.ac.uk](mailto:researchdegrees@rhul.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 dispatched to you together with the following forms/information:

- Preliminary Report form
- Examiner's Invoice and Expenses form
- Guidance on Expenses
- If you are the nominated University of London examiner, you will also be sent the:
  - Final Joint Report form
  - Yellow Decision Report form
  - List of Minor Amendments Report form

**3) 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 submitted to Royal Holloway prior to the oral examination.

**4) Oral Examination** – All MPhil/PhD candidates are expected to be examined orally. Possible exceptions regarding resubmission are outlined in the [Research Degree Regulations](#).

- The candidate's supervisor (or other designated person) will contact you to arrange the oral examination.
- It is hoped that 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 Student Administration.

**5) Final Joint Report** – After the examination, you are asked to write and sign the Final Joint Report form. This Joint Report, together with the yellow Decision Report form, should be returned to Student Administration within two weeks of the oral examination. The Preliminary Reports will be made available to the candidate only if the examiners so request. If the candidate is not to receive this report, it should not be referred to in the Final Joint Report.

**6) Examiner Invoice and Expenses** – The Examiner Invoice and Expenses form should be submitted with the Joint and Preliminary Reports.

#### Third Examiners

Examiners may request via Student Administration the appointment of a third examiner at any time if they consider it desirable.

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

**Student Administration**  
Royal Holloway, University of London  
Egham Hill, Egham  
Surrey, TW20 0EX  
Tel: 01784 414647

Email: [researchdegrees@rhul.ac.uk](mailto:researchdegrees@rhul.ac.uk)

for candidates who submitted their Entry Form prior to 01 November 2012