

# Checklist for MPhil/PhD Examiners - Resubmissions



## 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
- Copy of the Final Joint Report Form from the first submission
- 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. Please submit your preliminary report to Student Administration before conferring with your co-examiner.

**4) New Oral Examination is Optional** – At the time of the first submission, you will have been given the opportunity to indicate whether a new oral examination would be necessary when the thesis was resubmitted. The student's supervisor will contact you to confirm whether you are still happy with this decision and to arrange a new oral examination if required. Please note that, if a second oral examination is required, the Preliminary Report forms should be submitted to Royal Holloway prior to the oral examination.

**5) Final Joint Report** – After consultation with your co-examiner or after the new oral examination (as appropriate), you are asked to jointly write the Final Joint Report form and sign the form. This Joint Report should be attached to the yellow Decision Report form and returned to Student Administration within two weeks of the oral examination (if required) or within three months of receipt of the thesis if a new oral examination is not required. Please do not refer to the Preliminary Reports in the Final Joint Report because the Preliminary Reports will not normally be made available to the candidate.

**6) Examiner Invoice and Expenses** – The Examiner Invoice and Expenses form should be submitted with the Final Joint and Decision Report Forms.

If you and your co-examiner are not able to reach a decision, please contact [researchdegrees@rhul.ac.uk](mailto:researchdegrees@rhul.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:**

**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)