Guidance on the Appointment of MPhil/PhD Examiners

General

• As the supervisor, you should nominate one internal examiner from a college or institute of the University of London (including Royal Holloway) and one examiner external to the University of London to examine your Research Degree student.
• If the internal examiner is appointed from the staff at Royal Holloway, the individual must be genuinely independent of the student’s programme of study.
• If no suitable individual is available from the University of London, a second examiner who is external to the University may be appointed. Please include a supporting statement with your nomination in such cases.
• The nominations should be made in section D of the MPhil/PhD Entry form and approved by your Director of Graduate Studies.
• The nominations will then be sent to the Faculty Dean to approve on behalf of the CBEEC.
• Please refer to the Research Degree regulations for further details.

Overseas Examiners

• When nominating overseas examiners, please consider the impact of the travel expenses.
• If you nominate an examiner from overseas, Student Administration will calculate reasonable expenses including travel, accommodation and subsistence for the examiner. You will be contacted by Student Administration and informed of the amount of expenses that they are willing to cover. Please note that Student Administration will not cover in excess of £500 of expenses per examiner.
• Student Administration will contact you to ascertain which of the following options should be taken:
  1. Student Administration should set the expenses limit that they have calculated in the appointment letter.
  2. The academic department wishes a higher limit to be set in the appointment letter and, in so doing, agrees to pay the amount in excess of Student Administration limit.
  3. The academic department agrees to pay any expenses in excess of the limit set by Student Administration.
• An overseas examiner will not be invited until it has been indicated which of these options your department prefers.

Who can be an Examiner?

• **Post Docs** - Post Docs are not allowed to be examiners as examiners are expected to have at least supervised their own students and preferably examined before.
• **Retired examiners** - The regulations do not state whether the examiner has to be in employment so retirement is not an issue.
• **Examiners from Imperial** - Examiners from Imperial are considered as external examiners since Imperial is no longer part of the University London.
• Please refer to the Research Degree regulations for further details.