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 dispatched to you together with the following forms/information:
   - Preliminary Report form
   - Examiner's Invoice and Expenses form
   - Guidance on Expenses
   - Examiner's Guide to the Audio Recording of Vivas or Guidance on the Role of the Independent Chair (see invitation letter for chosen method of examination)
   - If you are the nominated University of London examiner, you will also be sent the:
     o Final Joint Report form
     o Yellow Decision Report form
     o List of Minor Amendments Report 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 submitted to Royal Holloway prior to the oral examination.

3) Viva 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.
   - 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.
   - 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 the Doctoral School.
   - An audio recording will be made of the oral examination and an Independent Chair may be present. These will be referred to only in the case of an appeal against the outcome.

4) 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 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 Final Joint Report.

5) 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 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:

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Royal Holloway, University of London
Egham Hill, Egham
Surrey, TW20 0EX    tel: 01784 278668 / email: doctoralschool@royalholloway.ac.uk

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