

# Checklist for MPhil/PhD Examiners - resubmission



## Connections with the candidate / supervisor

Please inform the Doctoral School ([doctoralschool@royalholloway.ac.uk](mailto: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 - resubmission

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

- [Preliminary Report form](#)
- [Resubmission Outcome Report form](#)
- Copy of the Final Joint Report Form from the first submission

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 and email it to [doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk) before conferring with your co-examiner.

**3) New viva is optional** – At the time of the first submission, the examiners 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.
- The candidate's supervisor (or other designated person) will contact you to arrange the oral examination.
- The candidate may opt for the viva to be held by [video conference](#) rather than face-to-face.
- 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 an Independent Chair may also be present. The recording will be referred to only in the case of an appeal against the outcome.

**4) Resubmission Outcome Report** - After consultation with your co-examiner or after the new oral examination (as appropriate), you are asked to jointly write the Resubmission Outcome Report and sign the form. This report should be returned to the Doctoral School 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. The Preliminary Reports will not normally be made available to the student so please do not refer to the Preliminary Reports in the Resubmission 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 emailed with the Resubmission Outcome Report to [doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk). Royal Holloway examiners are not eligible for the examination fee but may submit an expenses 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](mailto: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](mailto:doctoralschool@royalholloway.ac.uk)

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