

## Guidance on the Appointment of MPhil/PhD Examiners



### General

- As the supervisor, you should nominate one internal examiner from Royal Holloway, or from another University of London College if that is not possible, and one examiner external to Royal Holloway. 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. They should not have been a member of the student's supervisory team (including advisor) and should not have played a part in any progression reviews. Non-Royal Holloway staff are paid a fee. Details of the current fee can be found [here](#).
- 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.
- You should nominate an Independent Chair. See Part D of the MPhil/PhD entry form for eligibility criteria
- The nominations should be made in section D of the MPhil/PhD Entry form and approved by the lead supervisor, Department PGR Lead (except for Humanities, EPMS and Business and Management) and the School Director of PGR Education
- The approved exam entry is sent by the School Director of PGR Education to the Doctoral School
- Please refer to the [Research Degree regulations](#) for further details.

### Overseas Examiners

- When nominating overseas examiners, please consider the impact of the travel expenses and advise the Doctoral School if you know in advance that the viva will take place by video conference.
- If you nominate an examiner from overseas and the viva is going to take place face to face, the Doctoral School will calculate reasonable expenses including travel, accommodation and subsistence for the examiner. You will be contacted by the Doctoral School and informed of the amount of expenses that they are willing to cover. Please note that the Doctoral School will not cover in excess of £500 of expenses per examiner.
- The Doctoral School will contact you to ascertain which of the following options should be taken:
  1. The Doctoral School 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 the Doctoral School limit.
  3. The academic department agrees to pay any expenses in excess of the limit set by the Doctoral School.

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.