

The Examiner's Role in the MPhil/PhD Examination Procedure

Stage 1 – Contact with the supervisor

- The supervisor of our MPhil/PhD candidate will contact you informally to ascertain whether you would be available to examine his/her MPhil/PhD exam

Stage 2 – Invitation to examine

- The details of the nominated examiners will be sent to the College Board of Examiners Executive Committee for their approval. It is necessary (unless there are exceptional circumstances) that there are two examiners - one internal to the University of London and one external to this University – who have relevant experience in the area examined and, between them, sufficient experience of examining MPhil/PhD examinations.
- Once you have been approved as an examiner, you will be sent an Invitation Pack, which is the official invitation from Royal Holloway for you to examine our MPhil/PhD candidate.
- Your invitation pack will include a copy of a Checklist of your duties, Guidelines on the Conduct of MPhil/PhD Exams and the PhD Regulations. Copies of this information can also be downloaded from our webpage.
- The invitation pack also contains an Acceptance Form. This should be completed and returned to the Exams and Research Degrees Office as soon as possible.

Stage 3 – Submission of thesis

- Once the thesis has been submitted, a copy will be sent to each of the nominated examiners (as long as both examiners have officially accepted their invitations to examine).
- You will be sent a Preliminary Report Form at the same time as the thesis. This should be completed before the oral examination.

Stage 4 – Oral examination

- The supervisor will be asked by the Exams and Research Degrees Office to liaise with you, the other examiner and the candidate to organise the date and location of the oral examination.
- Please refer to the 'Guidelines on the Conduct of MPhil/PhD Exams' for further details regarding the oral examination.

Stage 5 – After the oral examination

- Within two weeks of the oral examination, the yellow Decision Report form, the Joint Report forms should be completed by both examiners and sent, together with the two Preliminary Report forms, to the Examinations and Research Degrees Office.
- Your expense form should also be sent to the Examinations and Research Degrees Office with any relevant receipts. Expenses will not be paid until all the relevant Report forms have also been received.

If you have any queries regarding this process at any stage, please do not hesitate to contact the Examinations and Research Degrees Office (researchdegrees@rhul.ac.uk) tel: 01784 414647