

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

Stage 1 - MPhil/PhD Entry form

- Once your MPhil/PhD candidate has completed sections A-C of the MPhil/PhD Entry form, it should be passed on to you for the completion of section D (the nomination of examiners).
- A copy of the Regulations regarding the nomination/appointment of examiners can be found on the 'Entry Form Pack' webpage
- Once the section D has been completed, the form should be signed and then passed on to your Director of Graduate Studies for his/her signature
- The completed Entry form should then be sent to the Exams and Research Degrees Office, Huntersdale for processing

Stage 2 – Approval of nominated examiners

- The details of the nominated examiners will be sent to the College Board of Examiners Executive Committee for their approval.
- Once the examiners have been approved, you and your candidate will be informed
- The examiners will be sent an official invitation to examine your candidate.

Stage 3 – Oral examination (viva)

- Once the thesis has been submitted, the supervisor will be asked by the Exams and Research Degrees Office to organise the date and location of the oral examination.
- The details of the date and location of the oral examination should be emailed to the Exams and Research Degrees Office (researchdegrees@rhul.ac.uk) as soon as possible for our records.
- The supervisor can attend the oral examination as an observer, provided that the candidate has not indicated that his/her supervisor should not be present (the examiners will be informed if that is the case).

Stage 4 – Decision

- The examiners will send their Joint Final Report and Decision Report to the Examinations and Research Degrees Office (this should be within 2 weeks of the oral examination).
- The Examinations and Research Degrees Office will then officially inform you and your candidate of the decision.

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