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# Initial Checklist for Examiners for MPhil and PhD Candidates (4EX)

1. Please inform the Research Student Unit if you have any connections with the candidate or his/her supervisor/adviser which you consider would make it desirable for the College to reconsider the appropriateness of your appointment as one of the examiners. These connections could be either personal or professional. Of the latter it is considered, for example, that it would be inappropriate to appoint an examiner, whether internal or external, who has played a significant part in advising the candidate and particularly so where the collaboration has led to the publishing of joint papers by the candidate and the examiner. It is accepted that examiners will usually be acquainted with the supervisor, and sometimes the candidate, and that this in itself is not a bar to acting as an examiner. Any connections notified to us will be considered by the Academic Registrar who will consult as necessary before the appointment is ratified.
2. An oral examination must be held other than in those circumstances for which provision is made in the regulations, i.e. on resubmission of a thesis following referral. It is hoped that the oral examination will normally be held within three months of the despatch of the thesis to the examiners. If there is difficulty in complying with this request, please inform the Research Student Unit.
3. The candidate’s Primary supervisor or other designated person will contact you to arrange the oral examination.
4. The Examiners may request the appointment of a third examiner at any time if they consider it desirable and should always do so before they report formally that they are unable to arrive at agreement.
5. Examiners are asked to write independent preliminary reports before conferring and to submit these reports with their final joint report. The preliminary reports will be made available to the candidate if the examiners so request. If you do not wish the candidate to receive them, please do not refer to them in the joint report. The preliminary reports should be submitted to the College together with the joint report, which each examiner is asked to sign.
6. Please send expense claim forms with the joint and preliminary reports. Fees are paid automatically on receipt of the joint report, so there is no need to request payment of these on the claim form.
7. If you have any concerns or wish to seek advice at any stage in the examination process, please contact the Research Student Unit, Birkbeck, University of London, Registry, Malet Street, London, WC1E 7HX; telephone: 020 7380 3052

[More detailed Guidance is sent to the examiners with the thesis]