

Guidelines to nomination of examiners for MRes

1. To ensure the standing of the University of London Degree and the robustness of its and the RVC's quality assurance mechanisms the aim of the appointment mechanism is to appoint examiners who are able and who are seen to be able to make a fair and independent assessment of the candidate and his/her thesis and that the standards are consistent with those of the rest of the University.
2. The Committee should have sufficient time to consider nominations, with sufficient information to make an informed decision but, if necessary, time to discuss any alternatives with the supervisor.
3. The process of nomination should take place 3 months before the likely submission. This will ensure the examiners have been formally appointed and have agreed to act before the candidate submits his/her thesis.
4. The supervisor is asked to nominate examiners of whom
 - one must be external to the RVC
 - one will internal to the RVC
5. Both examiners will be experts in the field of the thesis but not necessarily in all parts of the precise topic. Many theses are interdisciplinary and the aim should be to appoint a team of examiners who between them cover all aspects presented by the candidate.
6. The examiners should have had no direct involvement in the candidate's research or close connections with either the candidate or the supervisor which might inhibit objective examination. It is accepted that examiners will normally be acquainted with the supervisor and occasionally the candidate, and this in itself is not a bar to acting as an examiner.
7. At least one examiner should normally have had experience of examining MRes students or Masters Project students.
8. Nomination of the internal examiner from the RVC must be accompanied by demonstration that they are genuinely independent of student's course of study.
9. Supervisors are requested to avoid repeatedly nominating the same person as an examiner.
10. Former members of academic staff of the University of London who resigned or retired are not normally eligible to serve as External Examiners until the expiry of three years from their departure from the University.
11. Retired teachers who are still active in their fields who retain close links with their department may be appointed internal examiners.
12. A visiting Professor to the College but in a different research group to the candidate may be nominated as an internal examiner provided there is no connection between him/her and the candidate

Completion of the Nomination Form

1. For each examiner the following is needed:
 - Title;
 - Expertise in relation to the thesis;
 - A short CV (maximum 2 pages);
 - Experience of research degree examination;
 - Any connections with the candidate/supervisor (professional, academic or personal);
 - If appropriate, a statement indicating the reasons for the nomination of an examiner from overseas and confirmation that the Department will pay travel and other expenses for them;

2. The supervisor would normally approach those being nominated as examiners ahead of submission of the nomination to the Research Degrees Committee. However, it should be made it clear in doing so that final approval is dependent on the Research Degrees Committee.