

## Guidance for Masters by Research examiners

### Overview of assessment process

1. Candidates will only submit an electronic copy of their dissertation. If you would like to receive a hard copy, please do let us know when accepting your invitation to examine so that we can arrange this in advance.
2. The candidate's dissertation and report forms will be sent to you once the candidate has submitted their dissertation and both examiners have accepted the invitation to examine the candidate.
3. All matters relating to the final examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a student's dissertation until such time as the dissertation has been placed in the public domain.
4. The expectation is that a viva will not be required. However, you have the discretion to request one, if deemed appropriate. The exception is if the examiners are considering giving a resubmission or fail outcome, in which case a viva is required before either of these outcomes are given.
5. If a viva is not required, the examiners should ensure they complete their Preliminary Report and send it to the Doctoral School ([doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk)) prior to conferring with their co-examiner about the outcome.
6. If a viva is required:
  - It is the responsibility of the supervisor to organise the viva
  - Your Preliminary Report on the candidate's dissertation must be submitted to the Doctoral School ([doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk)) prior to the viva
  - An audio recording must be made of the viva (in addition, an Independent Chair is required by the School of Management)
7. The following outcomes are available to the examiners:
  - Pass
  - Pass subject to minor corrections (to be submitted within 6 weeks of the official outcome)
  - Resubmit within 6 months
  - Fail (required level not reached and candidate is not permitted to resubmit)
8. The outcome, together with an explanation of why this outcome was reached, should be provided on the Final Joint Report form. If the candidate has passed subject to minor corrections, the List of Amendments section should also be completed. **If the student's supervisor is acting as internal examiner they cannot be nominated to check the corrections.**
9. The forms should be signed by both examiners and submitted to the Doctoral School ([doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk)) for processing.
10. We request that the forms are submitted to the Doctoral School ([doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk)) **within 6 weeks of dispatch of the dissertation.**

The Regulations concerning Masters by Research assessment can be found in [appendix 1 of the Research Degree Regulations](#).

**If you have any queries regarding this process, please contact the Doctoral School:**  
[doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk)