

Overview of PhD/MPhil exam process

It is recommended that your exam entry form is submitted two months prior to submission. This must be signed by yourself, your supervisor as well as the Department Postgraduate Lead (if applicable) and Director of Postgraduate Education. Research Degree Regulations state that one examiner must be from within Royal Holloway or the University of London and one must be external to Royal Holloway



The entry form will then be sent by your department to the Director of Postgraduate Education for approval



You, your supervisor, the Department Postgraduate Lead (where applicable) and Director of Postgraduate Education will be informed when the examiners and Independent Chair have been approved. If the examiners are not approved, your supervisor will be asked to nominate a different



Examiners and independent chair will be sent official invitations to examine your thesis. They should reply to their invitation within two weeks. If they have not replied after two weeks, the Doctoral School will chase for an acceptance.



You should then submit a signed copy of your declaration of words and an electronic copy of the thesis via email to the <u>Doctoral School</u>. You will be informed if your examiners have requested a hard copy. If the thesis files are over 20MB, you should request a sharing link from the Doctoral School ahead of your submission deadline. It is important that you submit by your deadline.



If the Doctoral School has received both examiners' acceptances of the invitation to examine the thesis, they will dispatch the thesis within 3-5 working days. You, your supervisor and the Department Postgraduate Lead/Director of Postgraduate Education will be informed when the thesis has been dispatched and the supervisor will be asked to organise the viva date and inform the Doctoral School.



Preliminary Report forms from both examiners must be received by the Doctoral School before the viva. If they are not received a week before the viva, reminders are sent.



The viva will then take place. This will be recorded and in the presence of an Independent Chair. The supervisor is responsible for organising this. Vivas can be held via video conference, as long as all parties are in agreement with this.



The Viva Outcome Report form from both examiners should be returned to the Doctoral School within two weeks. If reports are not returned within two weeks, the Doctoral School will chase the examiners.





The Doctoral School will inform you and your department of the outcome of the viva and explain what to do next. Below are the most common outcomes of the viva.

Pass



Once your examiners have returned their report forms to the Doctoral School, they will confirm the outcome to you by email and ask you to upload your finalised thesis onto the online repository, Pure.

Pass with minor corrections (3 months) or amendments to address errors of substance or omission (9 months)

If you are provided with a list of corrections by the examiners, please begin implementing these. If not, you will receive this from the Doctoral School when the examiners have returned their report forms. Your 3/9 months will start from the date you have received the full list of corrections required and the Doctoral School will confirm the deadline and the examiner/s to send your corrections to by email.

When you have completed the required corrections to your thesis, these should be submitted directly to your examiner/s, copying in the Doctoral School

When your corrections have been checked, your examiner/s will confirm to the Doctoral School whether they are satisfactory and the Doctoral School will confirm the outcome to you by email. If the corrections have been approved, the Doctoral School will ask you to upload your finalised thesis onto the online repository, Pure.

Resubmission within 18 months



If the examiners have determined that your thesis does not fulfil the requirements of the PhD/MPhil, the resubmission outcome will be sent to the Postgraduate Lead (if applicable) and the Director of Postgraduate Education for approval.



The approval of the outcome is usually received within one week. The student and department will be informed of the resubmission outcome if this has been approved.



If you have not responded to the offer of resubmission within one month, it will be assumed that you wish to resubmit. You will be billed the resubmission fee and your deadline for resubmission will be confirmed by email.



Two months prior to your resubmission deadline, the PhD/MPhil resubmission exam entry form should be submitted. For further information about the resubmission process, refer to the Doctoral School website and Overview of the PhD/MPhil Resubmission Exam Process



The Doctoral School will now send your award to the Director of Postgraduate Education for final approval on behalf of the College.



When you have submitted your finalised thesis and the Doctoral School have received approval, they will process your award. Your award date will be the 1st of the month following the Director of Postgraduate Education's approval of your award. You will now be sent your award letter (confirming that you have completed your degree) and your examiner reports, by email. Your department will also be sent these by email. Please note you must have completed Online Sign Up for the current academic year to be awarded.



Award details are sent to the Diploma Production Office on a monthly basis. Certificates are normally dispatched from there within 3-6 months of your receipt of the award letter but please expect delays following the closure of the diploma office for a considerable time during the pandemic