Guidance for Masters by Research Examiners - Resubmission

Overview of Assessment Process

1. The candidate’s dissertation and report forms will be dispatched to you once the candidate has submitted their dissertation and both examiners have accepted the invitation to examine the candidate. You will be informed once it has been dispatched.

2. The expectation is that a viva will not be required. However, you have the discretion to request one, if deemed appropriate.

3. If a viva is not required, the examiners should ensure they complete their Preliminary Report and send to the Doctoral School (doctoralschool@royalholloway.ac.uk) prior to conferring with their co-examiner about the outcome.

4. 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) 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)

5. The following outcomes are available to the examiners for a resubmission:
   - Pass
   - Pass subject to minor corrections (to be submitted within 6 weeks of the official outcome)
   - Fail – this outcome should not be reached without subjecting the candidate to a viva

6. The outcome, together with the reasons for this outcome, should be provided on the Final Joint Report form. If the candidate has passed subject to minor corrections, the List of Amendments should also be completed. If the student’s supervisor is acting as internal examiner they cannot be nominated to check the corrections.

7. The form should be signed by both examiners and submitted to Student Administration for processing.

The Regulations concerning Masters by Research assessment can be found in appendix 1 of the Postgraduate Research Regulations.

If you have any queries regarding this process, please contact the Doctoral School:

Email: doctoralschool@royalholloway.ac.uk
Tel: 01784 276886
Address: The Doctoral School, Royal Holloway, Egham Hill, Egham, Surrey TW20 0EX