Overview of the Masters by Research exam process

2 Months before submission deadline -The Masters by Research entry form must be submitted to the Director of Postgraduate Education in your School signed by the student, supervisor and Research lead (if applicable)

Regulations state: One examiner must be from within the University of London (often the supervisor) and one from an external University.

Approval of examiners received from the Director of Postgraduate Education, usually within 2 weeks.

If examiners are not approved, supervisors will be asked to nominate a different examiner.

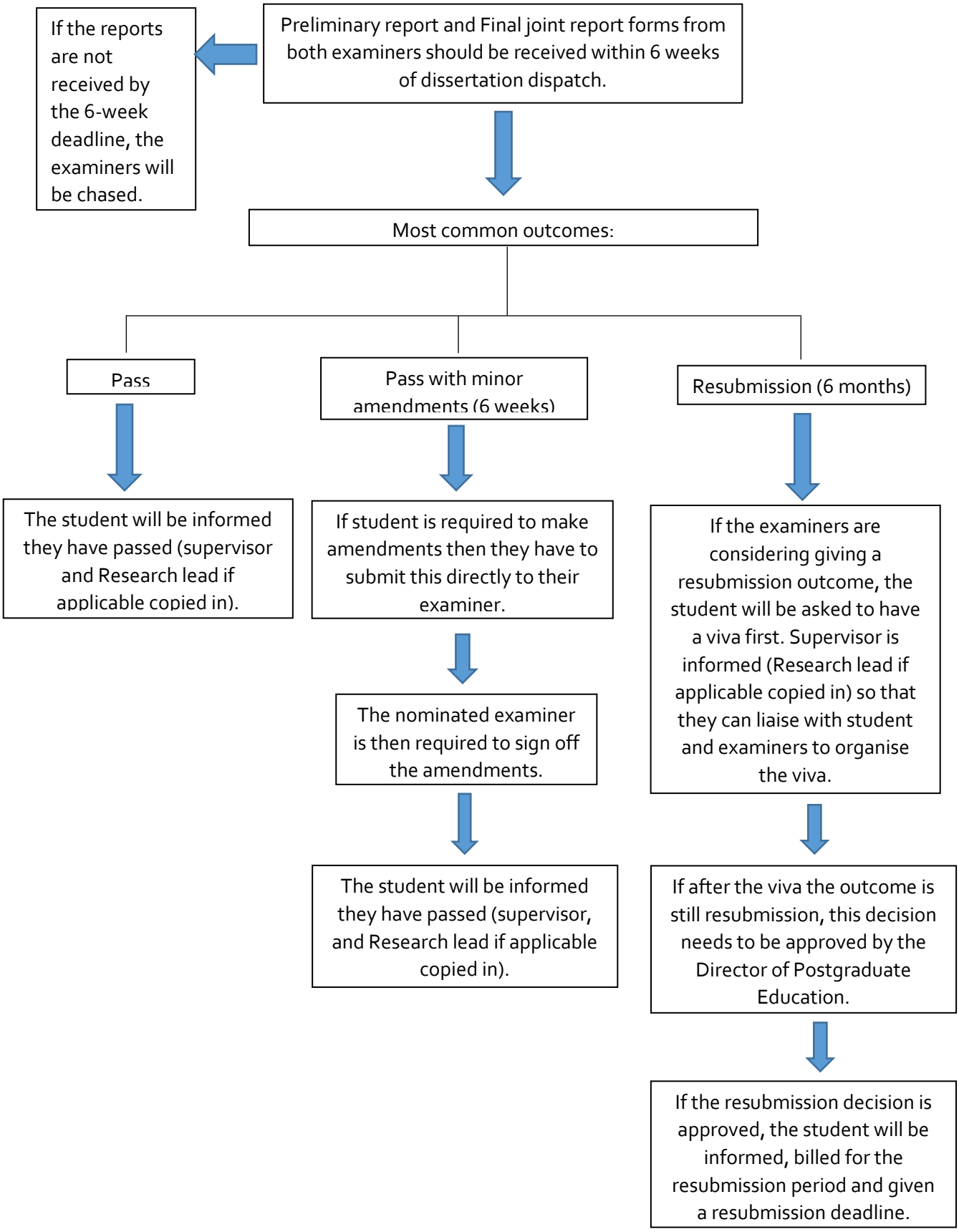
Examiners will be sent official invitations. Supervisors, students and Research lead (if applicable) informed at this stage.

The student should then submit their dissertation to the Doctoral School by email. It is important that the student submits by their deadline (after 365 FTE).

The dissertation is then sent to both examiners.

Please note the dissertation will not be dispatched until both examiners have accepted their invitation.

June 2020


Preliminary report and Final joint report forms from both examiners should be received within 6 weeks of dissertation dispatch.
If the reports are not received by the 6-week deadline, the examiners will be chased.
Most common outcomes:
Pass
Pass with minor amendments (6 weeks)
Resubmission (6 months)
The student will be informed they have passed (supervisor and Research lead if applicable copied in).
If student is required to make amendments then they have to submit this directly to their examiner.
The nominated examiner is then required to sign off the amendments.
The student will be informed they have passed (supervisor, and Research lead if applicable copied in).
If the examiners are considering giving a resubmission outcome, the student will be asked to have a viva first. Supervisor is informed (Research lead if applicable copied in) so that they can liaise with student and examiners to organise the viva.
If after the viva the outcome is still resubmission, this decision needs to be approved by the Director of Postgraduate Education.
If the resubmission decision is approved, the student will be informed, billed for the resubmission period and given a resubmission deadline.

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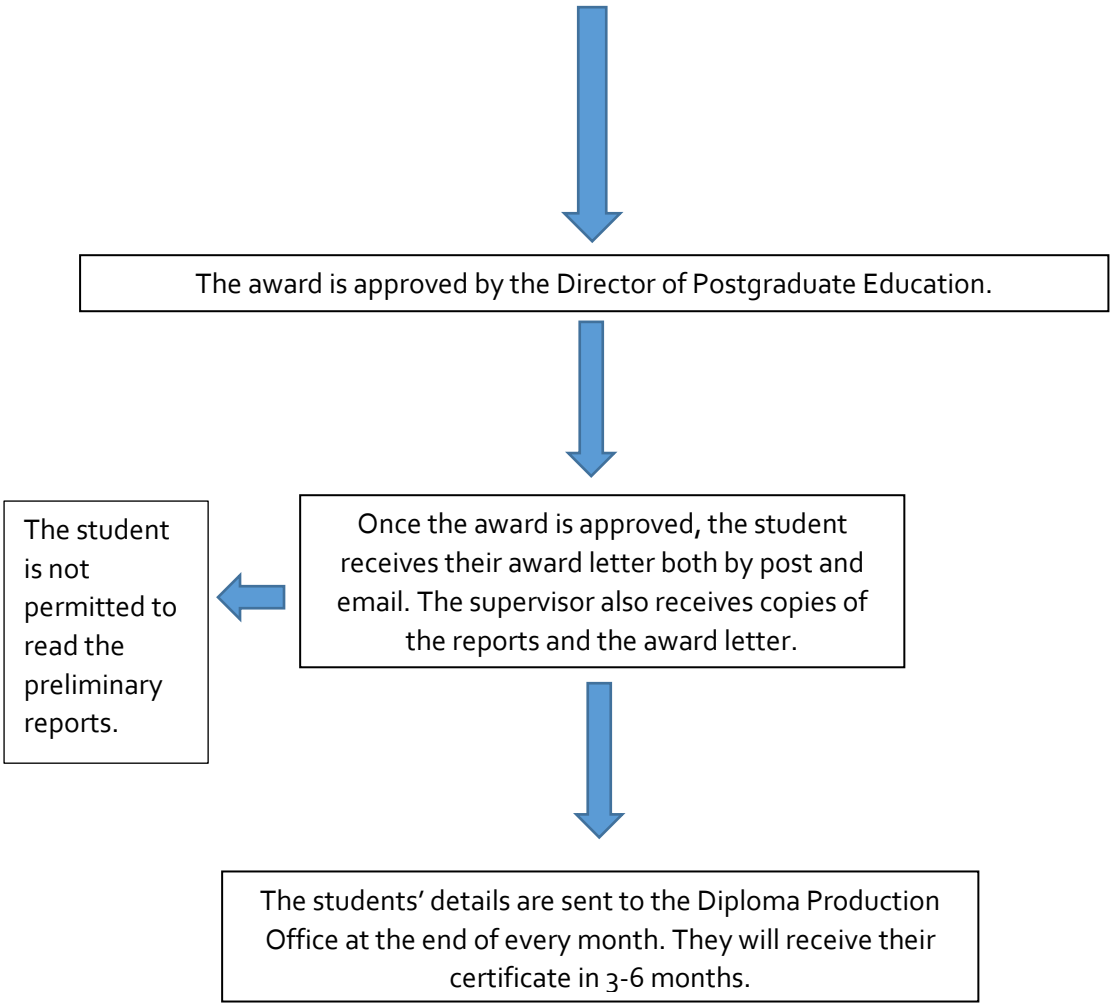
The award is approved by the Director of Postgraduate Education.
Once the award is approved, the student receives their award letter both by post and email. The supervisor also receives copies of the reports and the award letter.
The student is not permitted to read the preliminary reports.
The students' details are sent to the Diploma Production Office at the end of every month. They will receive their certificate in 3-6 months.