Overview of PhD/MPhil Exam Process

It is recommended that your resubmission exam entry form is submitted two months prior to submission. This must be signed by yourself, your supervisor and the Director of Graduate Studies. Research Degree Regulations state that one examiner must be from within the University of London and one from an external university.

The entry form will then be processed and the examiner nominations will be sent to the Faculty Dean for approval.

The approval of examiners is usually received within two weeks. You, your supervisor, the Director of Graduate Studies and the postgraduate administrator will be informed when this has been received. If the examiners are not approved, your supervisor will be asked to nominate a different examiner.

Examiners 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, Research Degrees will chase for an acceptance.

You should then submit two bound copies of their thesis and a declaration of words form to the Student Services Centre or by post. You should also submit an electronic copy via email to Research Degrees at this time. If files are too large, a link should be provided to a file-sharing platform as appropriate. It is important that you submit by your deadline.

If Research Degrees have received both examiners' acceptances of the invitation to examine the thesis, they will dispatch the thesis within 3-5 working days. You, your supervisor, the Director of Graduate Studies and postgraduate administrator will be informed when the thesis has been dispatched and the supervisor will be asked to organise the viva date and inform Research Degrees.

Preliminary report forms from both examiners must be received by Research Degrees 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 audio recorded or audio recorded and an independent chair will be present. The supervisor is responsible for organising this.

The report forms from both examiners should be returned to Research Degrees within two weeks. If reports are not returned within two weeks, Research Degrees will chase the examiners.
Once your examiners have returned their report forms to Research Degrees, they will confirm the outcome to you by email and ask you to upload your finalised thesis onto the online repository, Pure.

If you are provided with a list of corrections by the examiners, please begin implementing these. If not, you will receive this from Research Degrees when the examiners have returned their report forms. Your 3 months will start from the date you have received the full list of corrections required and Research Degrees 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 Research Degrees.

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

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 Director of Graduate Studies and the Faculty Dean for approval.

The approval of the outcome is usually received within three weeks. 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, you will be billed the resubmission fee and your deadline for resubmission will be confirmed by email.

In 16 months, 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 flowchart.
Research Degrees will now send your award to the Director of Graduate Studies for your department and then the Faculty Dean for final approval.

When you have submitted your finalised thesis and Research Degrees have received both approvals, they will process your award. Your award date will be the 1st of the month following the Dean’s approval of your award. You will now be sent your award letter (confirming that you have completed your degree) and your examiner reports, both by email and by post to your forwarding address on Campus Connect. Your department will also be sent these by email. Please note you must be registered as a current student at Royal Holloway to be awarded.

Awards are sent to the Diploma Production Office on a monthly basis and your certificate will be dispatched from there within 3-6 months of your receipt of the award letter.