

## Overview of PhD/MPhil Resubmission Exam Process

It is recommended that your resubmission exam entry form is submitted two months prior to your resubmission. This must be signed by yourself and your supervisor



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

Once approved and received by the Doctoral School examiners will be sent official invitations to examine your thesis



Examiners should reply to their invitation within two weeks. If they have not replied after two weeks, the Doctoral School will chase for an acceptance



In preparation for resubmission, your thesis should be sent to your supervisor for checking. We also recommend that you include a copy of your list of amendments from your first submission with a document indicating where and how you have addressed the corrections.



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 resubmitted thesis, they will dispatch the thesis within 3-5 working days.



At the time of the first submission, the examiners may have indicated whether a second viva will be required. If the examiners did not indicate whether a second viva will be required, they will be asked to confirm this to the Doctoral School after they have read the thesis.



If a second viva is required, your supervisor will be asked to appoint an Independent Chair arrange the viva date. Both examiners must submit their preliminary reports to the Doctoral School before the viva.



The viva will then take place. This will be recorded and an independent chair will be present. The supervisor and Independent Chair are responsible for organising this.



The report forms 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.



If a second viva is not required, examiners are asked to return their report forms within three months of receiving the thesis. If the outcome of the resubmission is not received after three months, the Doctoral School will chase the examiners.





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

Pass as PhD

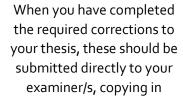


Once your examiners have returned their report forms to the Doctoral School, they will confirm the outcome to you by email and ask you to upload your finalised thesis onto the online repository, Pure.

Pass as PhD with minor corrections within 3 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 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.



doctoralschool@rhul.ac.uk.



Pass as MPhil



If you have entered for an MPhil, the process is the same as for a student who has passed a PhD. If you have entered for a PhD but have been offered an MPhil, once the Doctoral School have received the examiner report forms, this outcome will be sent to the Department Postgraduate Lead (if applicable) and Director of Postgraduate Education for approval.



If the outcome is approved, the Doctoral School will send the offer of MPhil letter.
The offer must be accepted within one month.

Pass as MPhil with minor corrections within 3 months



If you have entered for an MPhil, the process is the same as for a student who has passed a PhD with corrections. If you have entered for a PhD but have been offered an MPhil, once Research Degrees have received the examiner report forms, this outcome will be sent to Department Postgraduate Lead (if applicable) and Director of Postgraduate Education. for approval.



If the outcome is approved or if you entered for an MPhil, the Doctoral School will send the offer of MPhil letter. The offer must be accepted within one month.



If you accept the offer of MPhil with 3 month corrections, the Doctoral School will send you the list of amendments to be completed and confirm the deadline and the examiner/s to send your corrections to.





This option will be chosen if your thesis has not satisfied the criteria for the degree of PhD or MPhil and you will not be permitted to reenter for the examination of MPhil/PhD.



Once the Doctoral
School have received
the examiner report
forms, this outcome
will be sent to the
Department
Postgraduate Lead (if
applicable) and
Director of
Postgraduate
Education for
approval.





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.

If you accept the offer of MPhil, the Doctoral School will ask you to upload your finalised thesis to the online repository, Pure

When you have completed the required corrections to your thesis, these should be submitted directly to your examiner/s, copying in doctoralschool@rhul.ac.uk.

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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 outcome is approved, the Doctoral School will close your student record and send you a letter confirming the outcome by email and by post.

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



When you have submitted your finalised thesis and the Doctoral School has received approval, they will process your award. Your award date will be the 1st of the month following the 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. 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. Please expect delays following the closure of the diploma office for a considerable time during the pandemic