

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 [Doctoral School](#). 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.



