Overview of the Masters by Research exam process

2 Months before submission deadline - The Masters by Research entry form must be submitted, signed by the student, supervisor and Director of Graduate Studies.

Once the entry form has been processed, the nomination of examiners memo goes to the Faculty Dean for approval.

Approval of examiners received from the Faculty Dean, usually within 2 weeks.

Examiners will be sent official invitations. Supervisors, PG administrators and DoGS informed at this stage.

The student should then submit their dissertation to the Student Services Centre by post or by hand. It is important that the student submits by their deadline (after 365 FTE).

The dissertation is then sent to both examiners.

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

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

Different process for Biological Sciences students

Please note the dissertation will not be dispatched until both examiners have accepted their invitation.
Preliminary report and Final joint report forms from both examiners should be received within 6 weeks of dissertation dispatch.

Most common outcomes:

- **Pass**
  - The student will be informed they have passed (supervisor, DoGS and PG administrator copied in).

- **Pass with minor amendments (6 weeks)**
  - 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, DoGS and PG administrator copied in).

- **Resubmission (6 months)**
  - If the examiners are considering giving a resubmission outcome, the student will be asked to have a viva first. Supervisor is informed (DoGS and PG administrator 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 DoGS and the Faculty Dean.
  - If the resubmission decision is approved, the student will be informed, billed for the resubmission period and given a resubmission deadline.
The award is approved by the Director of Graduate Studies and the Faculty Dean.

Once the award is approved, the student receives their award letter both by post and email. The department 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.