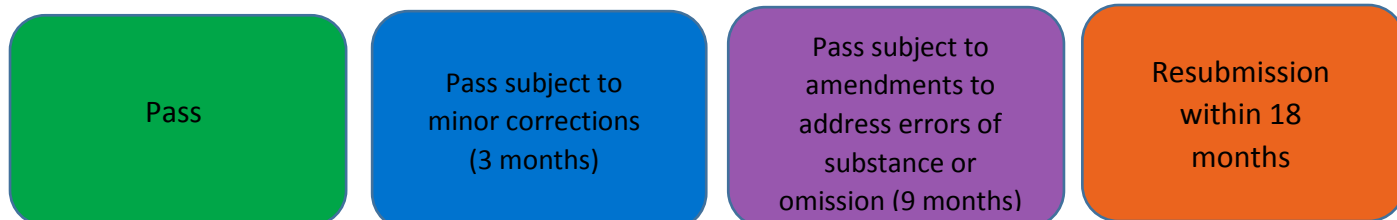


## I have finished my viva. What happens next?

Your examiners are asked to confirm the outcome of your viva to the Doctoral School within two weeks of your viva examination. If they have not received these after two weeks, they will chase them for your outcome.

### The most common viva outcomes\*



If your outcome is

Pass

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



The Doctoral School will now send your award details to your School's Director of PGR Education for final approval on behalf of the College.



When you have submitted your finalised thesis and the Doctoral School has received the final award approval, your award will be processed. Your award date will be the 1<sup>st</sup> of the month following the Director of PGR Education'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. Please note you must be registered as a current student at Royal Holloway to be awarded.



Your award will now be sent to the Diploma Production Office in Central London where your Degree Certificate will be produced and sent to your forwarding address within 3-6 months.\*\*\*

\* A full list of possible outcomes can be found on the [Viva Outcome Report form](#)

\*\* During the Covid-19 restrictions, the award letter will just be sent by email

\*\*\* During the Covid-19 restrictions, there will be an unavoidable delay to this process

Please note that your 3 months will start from the date you have received the full list of corrections required.

If your outcome is

Pass subject to minor corrections (3 months)

If the examiners have given you the list of corrections required at the viva, or shortly after the viva, please begin implementing these. You will receive an email confirming your deadline and who to send your corrections to when the Doctoral School has received the examiners' report forms.

If the examiners have not given you the list of corrections required, you will receive the list of required corrections from the Doctoral School when the examiners have returned their report forms. This email will confirm your deadline and the examiner/s to send your corrections to.

If you have any queries about the corrections set, please do not contact the examiners directly about this. Any queries so be send via your supervisor or the Doctoral School.

When you have completed the required corrections to your thesis, these should be submitted directly to your examiner/s, copying in the [Doctoral School](#).

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](#).

The Doctoral School will now send your award details to your School's Director of PGR Education for final approval on behalf of the College.

When you have submitted your finalised thesis and the Doctoral School has received the final award approval, your award will be processed. Your award date will be the 1<sup>st</sup> of the month following the Director of PGR Education'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. Please note you must be registered as a current student at Royal Holloway to be awarded

Your award will now be sent to the Diploma Production Office in Central London where your Degree Certificate will be produced and sent to your forwarding address within 3-6 months.\*\*\*

Please note your 9 months will start from the date you have received the full list of amendments required.

If your outcome is **Pass subject to amendments to address errors of substance or omission (9 months)**

If the examiners have given you the list of corrections required at the viva, or shortly after the viva, please begin implementing these. You will receive an email confirming your deadline and who to send your corrections to when the Doctoral School has received the examiners' report forms

If the examiners have not given you the list of corrections required, you will receive the list of required corrections from the Doctoral School when the examiners have returned their report forms. This email will confirm your deadline and the examiner/s to send your corrections to.

If you have any queries about the corrections set, please do not contact the examiners directly about this. Any queries so be send via your supervisor or the Doctoral School.

When you have completed the required corrections to your thesis, these should be submitted directly to your examiner/s, copying in the [Doctoral School](#).

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](#).

The Doctoral School will now send your award details to your School's Director of PGR Education for final approval on behalf of the College.

When you have submitted your finalised thesis and the Doctoral School has received the final award approval, your award will be processed. Your award date will be the 1<sup>st</sup> of the month following the Director of PGR Education'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. Please note you must be registered as a current student at Royal Holloway to be awarded

Your award will now be sent to the Diploma Production Office in Central London where your Degree Certificate will be produced and sent to your forwarding address within 3-6 months.\*\*\*

If your outcome is

**Resubmission within 18 months**

Once your examiners have returned their report forms to the Doctoral School, this outcome will be sent first to your Department PGR Lead for approval and then to your School's Director of PGR Education with any comments from your Department Lead for final approval on behalf of the College.



If the resubmission outcome is approved by the Director of PGR Education, the Doctoral School will send you an email to inform you of the outcome, including the examiners' report. You will be asked to inform the Doctoral School within one month if you do not intend to resubmit your thesis within 18 months.



If the Doctoral School has not heard from you within one month of sending you the resubmission confirmation email, you will be billed a resubmission fee. The fee will depend on whether or not you will be required to undergo a second viva examination.



In 16 months' time, you will be expected to submit an exam entry form for the resubmission. This must be signed by yourself, your supervisor, your Department PGR Lead (if applicable) and your School's Director of PGR Education and must confirm your examiner information.



You should submit your thesis within your 18 month deadline. Further information about the next stages of the process can be found on the [Resubmission](#) page of the Doctoral School microsite.