

Overview of the MPhil/PhD Examination Process for Candidates

Stage 1 - MPhil/PhD Entry form

- You need to apply to submit your thesis at least 2 months before you wish to submit / resubmit.
- To do this, please obtain an MPhil/PhD Entry pack from the Examinations and Research Degrees Office or download the forms from the Research Degrees website at <http://www.rhul.ac.uk/ecampus/academicssupport/examinations/researchdegrees/students.aspx>
- Parts A-C of the MPhil/PhD Examination Entry form need to be completed and signed by you.
- Part D of the MPhil/PhD Examination Entry form needs to be completed and signed by your supervisor and the Director of Graduate Studies of your Department.
- This MPhil/PhD Examination Entry form should then be sent to the Examinations and Research Degrees Office (researchdegrees@rhul.ac.uk) for processing.
- If you wish to request or have requested to limit access to your final thesis, present your thesis in an alternative form or write your thesis in a language other than English, you should indicate this on the Entry form and submit the necessary documentation to the Examinations and Research Degrees Office as soon as possible.

Stage 2 – Approval of nominated examiners

- The details of your nominated examiners will be sent to the College Board of Examiners Executive Committee for their approval.
- Once the examiners have been approved, you and your supervisor will be informed
- Your examiners will be sent an official invitation to examine you.

Stage 3 – Thesis submission

- Your thesis should be submitted to the Royal Holloway Examinations and Research Degrees Office either via the [Student Enquiries Desk](#) or directly by post.
- You should submit 2 copies (in some cases 3 if you are to have an Independent Chair at your viva) of your thesis, formatted and bound according to the '[Instruction and Notes on Submission, Format and Binding of Theses for Research Degrees](#)'. The Declaration of Number of Words (signed by your supervisor) must be handed in with the theses.
- Your examiners will then each be sent a copy of your thesis so that they can prepare a Preliminary Report prior to your oral examination.
- Please note that theses should never be sent directly to the examiners by either you or your supervisor.

Stage 4 – Oral examination (viva)

- Once the thesis has been submitted, your supervisor will be asked to organise the date and location of the oral examination.
- You are required to bring one additional copy to the oral examination, paginated in the same way as the copies submitted to the University and adequately bound.

Stage 5 – Decision

- The examiners will send their Joint Final Report and Decision Report to the Examinations and Research Degrees Office. This should be within 2 weeks of the oral examination.
- The Examinations and Research Degrees Office will then officially inform you of the decision. You will receive a copy of the Joint Final Report but will not, under normal circumstances, receive a copy of the Preliminary Reports.
- The most common decisions are either: Pass / Pass with minor corrections (to be made within 3 months) / Pass with errors of substance or omission (to be made with 9 months and only available to students who submitted their Exam Entry Form after 1st January 2013) / Resubmission requested (within 18 months).

Stage 6 – Award

- Your degree will not be awarded until one hard-bound copy of the successful thesis has been lodged with the Examinations and Research Degrees Office and you have submitted an electronic copy of your thesis to the College's institutional repository.
- Once you have been awarded, a diploma under the seal of the University shall be delivered to you. The diploma will bear your name in the form that it appears in the Royal Holloway records at the date of issue.
- Please note that formal notification / diploma will not be given to you if you are in debt to Royal Holloway or the University of London

If you have any queries regarding this process at any stage, please do not hesitate to contact the Examinations and Research Degrees Office - researchdegrees@rhul.ac.uk / tel: 01784 414647