

## 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 the SAC (Student Administration Centre).
- Section A-C of the MPhil/PhD Examination Entry form in this pack needs to be completed and signed by you
- Section 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 for processing.
- If you are resubmitting, you should hand in your resubmission administration payment (cheque made payable to RHUL) for the amount stated in the covering letter with your Entry form.

### 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 at Huntersdale. Please see the 'Instruction and Notes on Submission, Format and Binding of Theses for Research Degrees' (enclosed in your Entry pack) for further details.
- You should submit 2 copies (in some cases 3) of your thesis, formatted and bound according to the 'Instruction and Notes on Submission, Format and Binding of Theses for Research Degrees, The Abstract and 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) / Resubmission requested (within 18 months)

### Stage 6 – Award

- The degree will not be awarded until two copies of the successful thesis (1 x hard-bound and 1 x soft-bound) have been lodged with the Examinations and Research Degrees Office.
- 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](mailto:researchdegrees@rhul.ac.uk)) tel: 01784 414647**