

## MPhil/PhD Resubmissions

If you have been asked to resubmit your thesis within 18 months, the MPhil/PhD exam process is very similar to the process for a first submission. Please see below an outline of the slight differences:

- **Entry for a Resubmission**

If you have been asked to resubmit your thesis within 18 months, you will need to fill out a new MPhil/PhD Entry form at least 2 months before resubmission, just as if you were submitting for the first time.

- **Resubmission Tuition Fee**

- If invited to resubmit your thesis, you will be given a period of 21 days during which to inform us if you do NOT wish to continue with your studies.
- After this period you will be billed a resubmission fee by Student Fees. No other fees are payable as long as you submit within the 12/18 months stated (Fees for 2008/9: MPhil - £220, PhD - £270).
- This fee helps to pay for the additional examination and the administrative costs of a resubmission as well as your tuition fees for the full 12/18 months.
- If a second viva is required, you will be billed a further fee to cover the additional administrative and examination costs (Fees for 2008/9: MPhil - £190, PhD - £205).
- If it has not been determined after your first submission whether you will be required to have a second viva, the standard resubmission fee will be billed at first and the further amount will only be billed if a second viva is required.

- **Nomination of Examiners**

If the examiners for the resubmission are the same as for the first submission, please make sure that this is indicated on Section D (Nomination of Examiners). If the examiners have already been approved for the first submission, their details will not need to be sent to the College Board of Examiners Executive Committee for approval.

- **Resubmission examination**

At the time of the oral examination for the first submission, the examiners would have been given the opportunity to indicate whether they believed a new oral examination would be necessary to accompany the resubmission. Please contact the Examinations and Research Degrees Office if further details are required.

- **Administration by Royal Holloway**

Even if your first submission was under the administration of Senate House, your resubmission will now be under the administration of Royal Holloway. The only exception to this may be if the Entry form for the Resubmission had been handed in prior to summer 2008. Please contact the Examinations and Research Degrees Office for further clarification.