

## **Indicative examination timescales**

This document has been created to provide research degree candidates with a better understanding of the different stages that occur after they have submitted their thesis for examination (both initially and after amendments). It also details the expected timescales associated with each stage of the examination process. If Registry identify a delay in any stages of the examination process then we will notify you of this as soon as possible.

All queries regarding your thesis submission prior to you receiving an email from Registry to confirm receipt of thesis should be directed to your School PGR Admin Team. All queries after receiving your confirmation of receipt of thesis should be sent to [pgr.examinations@hud.ac.uk](mailto:pgr.examinations@hud.ac.uk).

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## MPhil/ Doctoral initial submission

<b>Process</b>	<b>Expected Time Scales</b>
Student submits thesis to School PGR Admin	
School PGR admin notify Registry that the thesis is on OneDrive	
Registry confirm receipt of thesis to the PGR by email	Within 3 working days of receipt of full submission from School PGR Admin
Turnitin report sent to internal examiner for research misconduct review	1 week to approve
Thesis and Doodle poll to organise the viva sent to examiners	1 week to complete Doodle poll and preliminary report to be returned 1 week prior to viva
Viva takes place	Within 16 weeks of submission
Viva outcome to be returned to Registry	On the day of the viva
List of amendments (if applicable) to be returned to Registry	Within 3 working days of the viva – may be longer for resubmission/ lower award/ fail
Registry to check and confirm the outcome to the student	Within 1 week of receiving joint report from the examiners

## Master's by Research initial submission

Process	Expected Time Scales
Student submits thesis to School PGR Admin	
School PGR admin notify Registry that the thesis is on OneDrive	
Registry confirm receipt of thesis to the PGR by email	Within 3 working days of receipt of full submission from School PGR Admin
Turnitin report sent to internal examiner for research misconduct review	1 week to approve
Thesis sent to examiners *	6 weeks to complete independent reports
Examiners to complete joint outcome	1 week to complete examination
Registry to check and confirm the outcome to the student	Within 1 week of receiving joint report from the examiners

**\*Please note:** When the examiners have received the thesis and conducted their initial independent assessment of it, they may invoke their right to require a viva. Should they invoke this right then the following additional steps will occur here, before the list of amendments is returned to Registry:

Additional Process	Expected Time Scales
Examiners notify Registry that a viva is required	Student instantly notified and asked for availability
Viva takes place	Within 6 weeks of the independent reports having been returned
Viva outcome and list of amendments (if applicable) to be returned to Registry	Within 3 days of the viva
Registry to check and confirm the outcome to the student	Within 1 week of receiving outcome from examiners

## Editorial Amendments

Process	Expected Time Scales
Student submits revised thesis to School PGR Admin	
School PGR admin notify Registry that the thesis is on OneDrive	
Registry confirm receipt of thesis to the PGR by email	Within 3 working days of receipt of full submission from School PGR Admin
Turnitin report and thesis sent to internal examiner for research misconduct review and examination	1 week to complete review of Turnitin report and examination of amendments
<b>Then, if the outcome is Award:</b>	
Confirmation of award received from examiner	Student is instantly informally notified that the award is pending ratification by Director of Graduate School
Director of Graduate School ratifies award	
Registry to formally confirm the outcome to student	Within 1 week of student receiving the email to confirm the award is pending
<b>Or, if the outcome is further Editorial Amendments:</b>	
Outcome received in Registry - further editorial amendments required	
Registry to check and confirm outcome to student	Within 1 week of receiving outcome from the internal examiner

## Minor Amendments

<b>Process</b>	<b>Expected Time Scales</b>
Student submits revised thesis to School PGR Admin	
School PGR admin notify Registry that the thesis is on OneDrive	
Registry confirm receipt of thesis to the PGR by email	Within 3 working days of receipt of full submission from School PGR Admin
Turnitin report and thesis sent to internal examiner for research misconduct review and examination	4 weeks to complete review of Turnitin report and examination of amendments
<b>Then, if the outcome is Award:</b>	
Confirmation of award received from examiner	Student is instantly informally notified that the award is pending ratification by Director of Graduate School
Director of Graduate School ratifies award	
Registry to formally confirm the outcome to student	Within 1 week of student receiving the email to confirm the award is pending
<b>Or, if the outcome is Editorial Amendments:</b>	
Outcome received in Registry - editorial amendments required	
Registry to check and confirm outcome to student	Within 1 week of receiving outcome from the internal examiner

## Major Amendments

Process	Expected Time Scales
Student submits revised thesis to School PGR Admin	
School PGR admin notify Registry that the thesis is on OneDrive	
Registry confirm receipt of thesis to the PGR by email	Within 3 working days of receipt of full submission from School PGR Admin
Turnitin report sent to internal examiner for research misconduct review	1 week to approve
Thesis sent to examiners *	4 weeks to complete examination

**\*Please note:** When the examiners have received the thesis and conducted their joint assessment of it, they may invoke their right to require a viva. Should they invoke this right then the following additional steps will occur here, before the list of amendments is returned to Registry:

Additional Process	Expected Time Scales
Examiners notify Registry that a viva is required	Student instantly notified and asked for availability
Viva takes place	
Viva outcome and list of amendments (if applicable) to be returned to Registry	Within 3 days of the viva
Registry to check and confirm the outcome to the student	Within 1 week of receiving outcome from examiners

### If the examination outcome is Award:

Process	Expected Time Scales
Confirmation of award received from examiner	Student is instantly informally notified that the award is pending ratification by Director of Graduate School
Director of Graduate School ratifies award	
Registry to formally confirm the outcome to student	Within 1 week of student receiving the email to confirm the award is pending

**Or, if the examination outcome is further amendments:**

<b>Process</b>	<b>Expected Time Scales</b>
Outcome received in Registry - further amendments required	
Registry to check and confirm outcome to student	Within 1 week of receiving outcome from the internal examiner

## Resubmission

Process	Expected Time Scales
Student submits revised thesis to School PGR Admin	
School PGR admin notify Registry that the thesis is on OneDrive	
Registry confirm receipt of thesis to the PGR by email	Within 3 working days of receipt of full submission from School PGR Admin
Turnitin report sent to internal examiner for research misconduct review	1 week to approve
Thesis sent to examiners *	6 weeks to complete examination

**\*Please note:** When the examiners have received the thesis and conducted their joint assessment of it, they may invoke their right to require a viva. Should they invoke this right then the following additional steps will occur here, before the list of amendments is returned to Registry:

Additional Process	Expected Time Scales
Examiners notify Registry that a viva is required	Student instantly notified and asked for availability
Viva takes place	
Viva outcome and list of amendments (if applicable) to be returned to Registry	Within 3 days of the viva
Registry to check and confirm the outcome to the student	Within 1 week of receiving outcome from examiners

### If the examination outcome is Award:

Process	Expected Time Scales
Confirmation of award received from examiner	Student is instantly informally notified that the award is pending ratification by Director of Graduate School
Director of Graduate School ratifies award	
Registry to formally confirm the outcome to student	Within 1 week of student receiving the email to confirm the award is pending



**Or, if the examination outcome is further amendments:**

<b>Process</b>	<b>Expected Time Scales</b>
Outcome received in Registry - further amendments required	
Registry to check and confirm outcome to student	Within 1 week of receiving outcome from the internal examiner