**Entry form for MPhil/PhD examination**

## Parts A-C of the form must be completed by the candidate.

## Part D must be completed by the lead supervisor and approved by the Department PGR Lead (except for Humanities, EPMS and Business and Management) and the School Director of PGR Education

If the thesis describes conjoint work, a statement (certified by your supervisor) must accompany this form clearly showing your personal share in the research.

## The School Director of PGR Education should return this form, when completed, to the Doctoral School (doctoralschool@royalholloway.ac.uk ) at least two months before submission of the thesis.

# Part A: Details of the candidate and the examination Personal details

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| **First name:** |       | **Family name:** |  |
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| **Title:** |       | **Date of birth:** |  |
|  |  |  |  |
| **Student number:** |       | **Phone number:** |  |

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| Email address: |       |

If you are awarded the degree, your degree certificate will bear your name as it appears on the University’s student record system. Your degree certificate and other written communications about the outcome of the examination will be sent to the most recent forwarding address which is held on the University’s student record system. It is your responsibility to ensure that this information is correct and is kept up to date.

All correspondence about the arrangements for the examinations will be sent to your Royal Holloway email address. If you do not use your Royal Holloway email account regularly, it is your responsibility to arrange for messages to be forwarded automatically to your preferred account.

# Thesis submission and examination details

You may only enter for the PhD examination if you have successfully completed the process for upgrade from MPhil status

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| **PhD**: [ ]  | **MPhil:**  [ ]  |

###  **Thesis title**

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All components of the thesis must be submitted for examination in a final form and in accordance with the rules and regulations for the assessment of Research Degrees. Details of the submission and the required format of the thesis can be found in the [Research Degree regulations](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx).

Your thesis must be submitted within the maximum period of registration for your degree (see section 2, paragraph 4a and b of the Research Degree Regulations). Failure to do so will normally lead to the failure of your degree.

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|  | Please Tick[ ]  |
| The lead supervisor is normally invited to attend the oral examination as an observer. The supervisor does not have the right to participate in the examination but may contribute if invited to do so by the examiners.If you **do not** want your supervisor to be present, please tick |
| **Languages, Literatures and Cultures students only:**The written part of the thesis shall be in English. If you have undertaken research in the field of **Languages, Literatures and Cultures** however, you may apply for permission to write the thesis in the language of study. If you wish to submit such an application, or have done so previously, please tick | [ ]  |
| If submitting for a Practice-based PhD, please tick | [ ]  |
|  I am employed at Royal Holloway on a permanent post (either academic staff or professional  services) *See section 12 para (4) (c) of the* [*Research Degree Regulation*](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx)*s for more information.***NB – Student email address should be used when communicating with the Doctoral School throughout the examination process** | [ ]  |

# Pre-viva submission requirements

MPhil / PhD candidates must submit the following by their submission deadline:

* One electronic version of the thesis to doctoralschool@royalholloway.ac.uk , to be made available to your examiners. Please refer to [royalholloway.ac.uk/doctoral-school/assets/docs/pdf/instructions-and-notes-on-submission.pdf](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/pdf/instructions-and-notes-on-submission.pdf) for further details
* If either of your examiners specifically request a hard copy of your thesis, you will be required to provide this. The Doctoral School will inform you if this is required.

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|  | Please tick |
| If you believe it is not appropriate for you to submit an electronic copy pre-viva for reasons of confidentiality, commercial sensitivity or patents, a formal request must be submitted in writing by you and your supervisor(s) to doctoralschool@royalholloway.ac.uk . If you wish to make such a request, please tick here: | [ ]  |

**Please note:** a random sample of postgraduate research theses will be submitted to Turnitin by the Doctoral School in order to check for originality prior to dispatch to the examiners.

# Alternative format

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| A | Please tick |
| If you wish to present your thesis in a format other than a monograph, for example as papers (including book chapters, journal articles or conference proceedings), please tick here: | [ ]  |

The thesis must include the following:

* Either a short introduction which provides the context for the research, the rationale for the investigation and strategy employed during the research at the start of the thesis, together with a critical evaluation of the work presented in the thesis located at the end of the thesis, or a longer introductory section which includes the introduction as defined in 18(b)(i) and the critical evaluation, at the start of the thesis. In either instance, the critical evaluation should be a maximum of 15,000 words.
* A detailed methodology section which describes the methods employed during the research with a detailed critical analysis of those methods making reference to the main thesis content derived from those methods. This should be a maximum of 8,000 words.
* A summary and conclusion which draws together, with the critical evaluation, the various outcomes of the work into a coherent synthesis and indicates directions for future work.
* By signing this form, you are confirming that your supervisor approves your request to submit the thesis in an alternative format and that you have read the guidance below on the requirements of an alternative format research degree thesis (Research Degree Regulations, section 13, paragraph 18b).

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| **B** | **Please tick** |
| If you wish to present your pre-viva thesis in a format other than as set out in the Instructions and Notes on Submission[royalholloway.ac.uk/doctoral-school/assets/docs/pdf/instructions-and-notes-on-submission.pdf](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/pdf/instructionsandnotesonsubmission.pdf) e.g. present the thesis in A3 format, please tick here | **[ ]**  |

You will need to email doctoralschool@royalholloway.ac.uk to demonstrate the need for this alternative format. This request will be sent to the School Director of PGR Education for approval.

# Access restriction

An electronic copy is placed in the online institutional repository so that it is available for public reference and copying, as well as being preserved for posterity.

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|  |  **Please tick** |
| If you wish to have restriction of access to the electronic version of your thesis for a **period of two years**, please tick here: | [ ]  |
| If you require restriction of access **between 2-5 years**, for reasons of commercial funding [and/or co](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/doc/extended-embargo-request-form.docx)mmercial sensitivity you will need to complete and return [this form](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/doc/extended-embargo-request-form.docx), along with any supporting evidence to doctoralschool@royalholloway.ac.uk . This request must be approved by your supervisor(s). | [ ]  |
| If you require restriction of access **beyond 5 years**, you must complete [this form](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/doc/extended-embargo-request-form.docx) and return it to doctoralschool@royalholloway.ac.uk who will send your request to the School Director of PGR Education for approval. The Doctoral School will notify you and your supervisor of the outcome of this request**.** | [ ]  |
|  If you believe it is not appropriate for you to submit an electronic copy of your final thesis for  reasons of confidentiality, commercial sensitivity or patents, a formal request must be  submitted in writing by you and your supervisor(s) to doctoralschool@royalholloway.ac.uk . If  you wish to make such a request, please tick here: In order to receive your award, you will be required to submit one hard copy of the thesis  following confirmation from the Doctoral School | [ ]  |

 **Exam Access arrangements/Reasonable Adjustments for the viva**

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|  | **Please tick if applicable** |
| I **am** registered with Disability and Neurodiversity Services (D&N) and have a possible requirement for special arrangements brought about by a medical condition or special learning difficulty. For further information on reasonable adjustments please view the Viva Support section in [this link](https://intranet.royalholloway.ac.uk/students/help-support/disabilities-and-dyslexia/how-we-can-support-you.aspx).  | [ ]  |
| I am **not** registered with Disability and Neurodiversity Services (D&N) and have a possible requirement for special arrangements brought about by a medical condition or special learning difficulty.\* For further information on reasonable adjustments please view the Viva Support section in [this link](https://intranet.royalholloway.ac.uk/students/help-support/disabilities-and-dyslexia/how-we-can-support-you.aspx).  | [ ]  |
| I hereby consent to the Doctoral School sharing the general category details of my Disability and Neurodiversity Services (D&N) registration with the examination team, including ‘Green Sticker’ information, as well as any specific requirements approved by Disability and Dyslexia Services hereafter. |   [ ]  |
| I am registered with Disability and Neurodiversity Services (D&N) and **do not** want to be considered for special access arrangements | [ ]  |

Please be aware that any allowance or special arrangement will have to be approved through the Disability and Neurodiversity Services (D&N).

\*You will need to be registered with them before any application is made. Please get in touch with the D&N team to discuss suitable arrangements for your viva and notify the Doctoral School once arrangements are confirmed. The Doctoral School will update your supervisor, examiners, and independent chair once approval is gained.

For further information, please visit the Disability and Neurodiversity Services (D&N) webpages:

<https://intranet.royalholloway.ac.uk/students/help-support/disabilities-and-dyslexia/home.aspx>

Email: disability-dyslexia@royalholloway.ac.uk

## Method of examination

Your viva will be recorded and an Independent Chair will be present. It can be held face-to-face or online. Please read the [Guide on Online Vivas for Candidates](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/pdf/conducting-vivas-online-guide-for-candidates.pdf) before making a decision as to whether you would like the viva to be held face-to-face or online.

#### Recording

* The recording will only be made during the viva between you and the examiners. No recording will be made of any discussion held before or after the viva when you are not present.
* The recording will only be listened to in the event of an appeal made against the viva outcome and then only by a small number of staff who are involved in the investigation into the appeal.
* The recording will be kept securely for by the Doctoral School until the candidate is awarded after which time it will be destroyed.
* No attempt should be made by any parties to retrieve, capture or share a recording of the viva

#### Independent Chair

* The Independent Chair will normally be a member of staff of the University and normally from your department or School (but will not be a member of your supervisory team).
* The role of the Independent Chair is to ensure that the viva is conducted fairly and in accordance with the University's Regulations and policies.

## Signature of candidate

**I confirm that I wish to enter for the examination of MPhil or PhD as specified above and I have read and agree to the rules and** [**regulations for the assessment of Research Degrees**](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx)**.**. **I confirm that I will read the** [**Guide on Online Vivas for Candidates**](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/pdf/conducting-vivas-online-guide-for-candidates.pdf) **before making a decision as to whether I wish the viva to be held face-to-face or online.**

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| **Signature:** |  |
| **Printed name:**  |       |
| **Date:** |            |

Please note that a typed signature from the candidate will be sufficient if the entry form is accompanied by an email from the candidate. You can email doctoralschool@royalholloway.ac.uk with confirmation of your wish to enter the examination.

# Part B: Description of thesis

You must submit a short description of the content of your thesis of about 300 words (one page only). The text can be the same as that of your abstract of thesis (submitted with thesis).

You should type the description in the box below

**Description of thesis**:

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**Part C: Deposit of thesis declaration**

A digital version of the thesis is submitted to the online institutional repository. The copyright of the thesis is retained by the author. To submit a thesis for a research degree, you are required to make the declarations below and to grant the University certain permissions in the case that the degree is awarded.

## General declaration

1. I certify that the thesis presented by me for examination of the MPhil/PhD degree is solely my own work, other than where I have clearly indicated that it is the work of others, and that the extent of any work carried out jointly by me and any other person is clearly identified in it.
2. I authorise Royal Holloway to supply a copy of the abstract of my thesis for inclusion in any published list or database of theses offered for higher degree in British universities or in online theses services such as the British Library’s EThOS service.

## Electronic thesis depository declaration

1. I wish to deposit an electronic copy of the Work in the Royal Holloway institutional repository [“Institutional Repository”] and with the British Library to be made available via the EThOS electronic thesis delivery system.
2. Whether I deposit my Work personally or through an assistant or other agent, I agree to the following:

#### NON-EXCLUSIVE RIGHTS

Licenses granted to Royal Holloway, University of London and the British Library and the user of the thesis through this agreement are non-exclusive. I retain all copyrights in the Work in its present version or future versions. I agree that the Institutional Repository administrators and the British Library or their agents may, without changing content, digitise and migrate the Work to any medium or format for the purpose of future preservation and accessibility.

#### DEPOSIT IN THE ROYAL HOLLOWAY, UNIVERSITY OF LONDON INSTITUTIONAL REPOSITORY AND IN THE BRITISH LIBRARY EThOS SYSTEM

1. I understand that work deposited in the Institutional Repository and with the British Library will be accessible to individuals and institutions via the Internet and through the EThOS system subject to the terms and conditions I grant below to Royal Holloway, University of London and the British Library and to the user of the thesis. I understand that, through the medium of the Internet, files will also be available to automated agents, and may be searched and copied by text mining and plagiarism detection software.
2. I declare that I am the author and owner of the copyright in the Work and/or I have the authority of the authors and owners of the copyright in the Work to make this agreement and grant Royal Holloway, University of London and the British Library a licence to make available the Work in digitised format through the Institutional Repository and through the British Library via the EThOS system for the purposes of non-commercial research, private study, criticism, review and news reporting, illustration for teaching, and/or other educational purposes in electronic or print form.
3. I declare that if my thesis/dissertation does include any substantial subsidiary material owned by third-party copyright holders, I have sought and obtained permission to include it in any version of my Work available in digital format via a stand-alone device or a communications network and that this permission encompasses the rights that I have granted to Royal Holloway, University of London and to the British Library.
4. I certify that the digital version of the Work I am supplying is as approved by the examiners at the time of the award of my degree.
5. I certify that I have exercised reasonable care to ensure that the Work is original and does not to the best of my knowledge break any UK law, infringe any third party's copyright or other Intellectual Property Right, or contain any confidential material.
6. I understand that neither Royal Holloway, University of London nor the British Library have any obligation to take legal action on behalf of myself or other rights holders in the event of infringement of intellectual property rights, breach of contract or of any other right in the Work.

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| --- | --- |
| **Signature:** |  |
| **Date:** |       |
| **Printed name:** |       |

Please note that a typed signature from the candidate will be sufficient if the entry form is accompanied or supported by an email from the candidate. You can email doctoralschool@royalholloway.ac.uk with confirmation of your wish to enter the examination.

# Part D: Nomination of examiners and Independent Chair

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| **Name of candidate:** |  |
| **Department:** |  |
| **Name of supervisor:** |  |

Please read Section 12: 'Appointment of examiners for MPhil and PhD Programmes of Study' of the Research Degree Regulations so that you are fully aware of the conditions under which examiners can be appointed.

**Proposed Examiner 1 – External to Royal Holloway** (They must not have been a member of staff, a visiting lecturer, a visiting professor or emeritus professor at Royal Holloway for a period of at least three years)

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| **Title:** |       | **First name:** |       | **Family name:** |       |

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| **University:** |       |
| **Address:** |       |
| **Post/Zip Code:** |       |
| **Overseas Examiner****(including the republic of Ireland):** | Where the examiner is appointed from overseas, please confirm:The overseas examiner will attend the viva in person [ ] The overseas examiner will attend the viva on MS Teams [ ]  |
| **Telephone:** |       |
| **Email:** |       |

###  Please attach either the examiner’s CV **or** a link to the examiner’s website:

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| CV attached: | [ ]  |
| Examiner’s website: |       |

 Reason for recommendation and expertise:

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Please state the approximate number of PhD theses examined and give examples of the universities where they have examined these. It is not necessary to ask examiners for detailed histories of past examining but, between them, the two proposed examiners should have some experience of examining PhDs in the UK, preferably for the award of a research degree of the University of London.

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Are you aware of any professional, academic or personal connections between the examiner and the candidate and/or supervisor? The nominated examiners must not have had any involvement in the candidate's research (includes joint holding of grants, co- publication, co-authorship of papers etc.). The candidate's supervisor or advisor must not be an examiner.

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**Proposed Examiner 2 – From Royal Holloway – or a University within the University of London if no suitable individual is available with Royal Holloway**

They should either be a current member of staff, a visiting lecturer, a visiting professor or emeritus professor at Royal Holloway at the time of nomination or will have held such a position within the last 3 years. Please note that if the examiner is appointed from the staff at Royal Holloway, the individual must be genuinely independent of the candidate’s programme of study. **They should not have been a member of the student’s supervisory team (including advisor) and should not have played a part in any progression reviews.**

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| **Title:** |       | **First name:** |       | **Family name:** |        |

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| **University:** |       Please tick [ ]  (If Royal Holloway Emeritus) \*\* |
| **Address:** |       |
| **Post Code:** |       |
| **Telephone:** |       |
| **Email:** |       |

 **\*\*Fees and expenses are not payable to Emeritus staff, including those appointed as independent chair**

###  Please attach either the examiner’s CV **or** a link to the examiner’s website:

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| CV attached: | [ ]  |

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| Examiner’s website: |       |

 Reason for recommendation and expertise:

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Please state the approximate number of PhD theses examined and give examples of the universities where they have examined these. It is not necessary to ask examiners for detailed histories of past examining but, between them, the two proposed examiners should have some experience of examining PhDs in the UK, preferably for the award of a research degree of the University of London.

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Are you aware of any professional, academic or personal connections between the examiner and the candidate and/or supervisor? The nominated examiners must not have had any involvement in the candidate's research (includes joint holding of grants, co- publication, co-authorship of papers etc.). The candidate's supervisor or advisor must not be an examiner.

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If a second external examiner is being proposed, please provide detailed reasons below as to why.

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## Proposed Independent Chair - required for all vivas

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| **Title:** |       | **First name:** |       | **Family name:** |       |

**Position within Royal Holloway:**

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**Phone number:**

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**Email address:**

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 If Emeritus, please tick [ ]

It is confirmed that the proposed Independent Chair:

1. is a member of Royal Holloway academic staff, but not the Executive Dean. They will usually be from the candidate’s school.

2. is not a member of the candidate’s supervisory team (including advisor) and has not played any significant part in the project,
 including progression review or assessment.

3. has experience of supervising Research Degree students through to completion.
4. has experience of conducting at least two Research Degree viva voce examinations as an examiner.

5. is familiar with the Royal Holloway Research Degree examining process, procedures and regulations.

## Signature of supervisor, Department PGR Lead (if applicable) and School Director of PGR Education

#### I confirm that:

* **the candidate is eligible for entry to the examination**
* **the thesis title is deemed suitable by the School where the candidate is registered**
* **if the candidate has requested to present the thesis in a form other than a monograph (see page 2), this has been approved by the supervisor**
* **the proposed examiners and Independent Chair are deemed acceptable by the School of the candidate's lead supervisor**

**Supervisor**

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| Supervisor name: |       | Signature: |  | Date: |       |

#### Department PGR Lead (where applicable)

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| PGR Lead name: |       | Signature: |  | Date: |       |

#### School Director of PGR Education

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| PGR Director name: |       | Signature: |  | Date: |       |

Please note that a typed signature will be sufficient **if all parties are copied on the email received by the Doctoral School.** If you are unsure or unable to sign, please email doctoralschool@royalholloway.ac.uk with your approval of the candidate’s entry to the examination.

Please return the completed form to the Doctoral School (doctoralschool@royalholloway.ac.uk)