

## Completing the Masters by Research examination entry form

Parts A and B of the form must be completed by the candidate. Part C must be completed by the lead supervisor, the Department PGR Lead (if applicable) and the School Director of PGR Education.

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

#### Personal details

Please complete your personal details here to ensure that the correction information is stored on the University student record system.

#### Dissertation submission and examination details

Please enter the title of the dissertation that you are intending to submit. If the title of the dissertation changes during the examination process, the new title will need to be approved by your supervisor and the Doctoral School team should be informed ([doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk)).

#### Submission requirements

Please indicate here if you do not believe that it is appropriate for an electronic copy of the dissertation to be submitted. A formal request with the reasons for this should be submitted with the entry form and your supervisor's approval of this must be confirmed in writing. Please note that electronic copies of the dissertations are not published at any time or stored on databases. These are only sent to the examiners.

#### Alternative format

The dissertation can be presented in an alternative format (for example book chapters and journal articles). You should speak to your supervisor and/or department about whether it is appropriate to present your thesis in an alternative format. Please see section 16.b of the [Research Degree Regulations](#) for further details.

#### Exam Access arrangements

Please indicate here whether you are registered with the Disability and Dyslexia Services (DDS). Reasonable adjustments may be suggested by the DDS for the examination to better suit your needs. The DDS will provide a letter outlining reasonable adjustments to be made which will be sent to you. If you are happy for this to be sent the examiners, this will be forwarded on accordingly.

#### Method of examination

It is expected that an oral examination would not normally be required for a Masters by Research. However, the examiners do have the option to request this if deemed necessary. If a viva is needed, a recording will be made and an Independent Chair will also be present in some cases. The recording will be stored by the Doctoral School until your award and will only be listened to in the event of an appeal.

#### Signature of candidate

Please sign here to confirm your wish to enter for the examination. Electronic signatures will be accepted but typed signatures will not be accepted. If you are unable to sign the form, please email confirmation of your wish to enter to [doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk).

## Part B: Description of dissertation

Please provide a short description of the dissertation of around 300 words. This can be taken from the abstract for the dissertation.

## Part C: Nomination of examiners

This part of the exam entry form should be completed by your supervisor.

### Proposed examiners

All required fields should be completed here including the email address and correct postal address for the examiner. The address is where the dissertation will be posted so must be up to date. It is important to give details of the relevant experience of the examiner as well as indicating if there are any connections between the examiner and the candidate.

### Proposed Independent Chair

This is applicable for the School of Management and in cases where an Independent Chair is deemed to be required, for example in instances where examiners lack experience in examining University of London PhD vivas.

### Signature of supervisor, Department PGR Lead and School Director of PGR Education

This should be signed by the supervisor, the Department PGR Lead (if applicable) and the School Director of PGR Education prior to submitting the form to the Doctoral School. If any party is unable to provide a written or electronic signature, email approval of the entry will be sufficient.