

Completing the PhD/MPhil examination entry form

Parts A-C of the form must be completed by the candidate. Part D 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 College student record system.

Thesis submission and examination details

Please indicate here whether you are entering for the MPhil or PhD degree. You can only enter for the PhD degree once you have successfully passed the upgrade.

Please enter the title of the thesis that you are intending to submit. If the title of the thesis 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).

Pre-viva submission requirements

Please indicate here if you do not believe that it is appropriate for a pre-viva electronic copy of the thesis 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 pre-viva electronic copies of the thesis are not published at any time or stored on databases. These are only sent to the examiners prior to the viva.

Alternative format

The thesis 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 and our [alternative format FAQs](#).

Access restriction

Please indicate here whether you would like to restrict access to your final thesis once you have been awarded. You may request a two year embargo without any further information required. If you would like an embargo of more than 2 years on your thesis, please complete the [Extended Embargo Request form](#) and submit it alongside your exam entry form. If the request is for between 2-5 years on your thesis, this request must be approved by the supervisor. If you require an embargo beyond 5 years or no final electronic copy to be submitted, the request must be supported by your supervisor and is then sent to the School Director of PGR Education for final approval on behalf of the College. The Doctoral School will notify you and your supervisor of the outcome of this request.

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 viva to better suit your needs. The DDS will provide a letter outlining reasonable adjustments to be made to the viva 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

A recording will be made of the viva and an Independent Chair will also be present. The recording will be stored by the Doctoral School until your award and will only be listened to in the event of an appeal. The viva may be held face-to-face or online. Please read the [Guide on Online Vivas for Candidates](#) before making a decision as to whether you would like the viva to be held face-to-face or online.

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.

Part B: Description of thesis

Please confirm your thesis title and provide a short description of the thesis of around 300 words. This can be taken from the abstract for the thesis.

Part C: Deposit of thesis declaration

Please read and ensure you understand the declarations outlined on this page regarding the access and copyright of the thesis once the degree is awarded.

Part D: Nomination of examiners and Independent Chair

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 thesis will be posted so must be up to date. It is important to give details of the number of theses examined and the relevant experience of the examiner as well as indicating if there are any connections between the examiner and the candidate.

Proposed Independent Chair

All vivas require an Independent Chair. The Independent Chair should be a member of academic staff from within your 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 College's Regulations and policies.

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.

[Overview of examiner approval process](#)