

# 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 the Director of Graduate Studies. Incomplete forms will be returned to the candidate.**

You should return this form, when completed, to the RHUL Examinations and Research Degrees Office (Huntersdale) at least two months before the submission / resubmission of the thesis.

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

## PART A: Details of the Candidate and the Examination

### Personal Details

First Name(s): \_\_\_\_\_

Family Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(e.g. Mr/Mrs)

Date of Birth: \_\_\_\_\_ Student Number: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

If you are awarded the degree, your degree certificate will bear your name as it appears on the College'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 College'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 examination will be sent to your RHUL e-mail address. If you do not use your RHUL e-mail account regularly, it is your responsibility to arrange for messages to be forwarded automatically to your preferred account.

### Thesis Submission & Examination Details

MPhil       PhD

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

Thesis Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 on the submission and the required format of the thesis can be found on the following website: <http://www.rhul.ac.uk/ecampus/academicsupport/examinations/researchdegrees/students.aspx>. However, you may apply for permission to present the thesis in an alternative format where there is demonstrable need. If you wish to submit such an application, or have done so previously, please tick here:

The written part of the thesis shall be in English. If you have undertaken research in the field of Modern Foreign Languages and Literatures 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 here:

Month and year in which you intend to submit the thesis for examination:

N.B. - Your thesis must be submitted within the maximum period of registration for your degree (see Section 2, paragraph 3(a and b) of the [Research Degree Regulations](#)); failure to do so will normally lead to the failure of your degree.

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 at the examination, please tick box here:

One print copy of a successful thesis is placed in the College Library and one electronic copy is placed in the online institutional repository so that they are available for public reference, inter-library loans and copying, as well as being preserved for posterity.

### Access Restriction

1. If you wish to have restriction of access to the print and electronic version of your thesis for a period of two years, please tick here:

2. If you require a restriction of access for less than two years or wish to only restrict access to the print or electronic version of your thesis, please email [researchdegrees@rhul.ac.uk](mailto:researchdegrees@rhul.ac.uk).

3. Where documentary evidence of commercial funding and/or commercial sensitivity is provided, restriction of access to the print and/or electronic copy of the thesis for a period of 2-5 years can be specified. This request must be approved by your supervisor(s). The supervisor's signature at the end of this form indicates their approval.

If you wish to select this option, please tick here:

Please specify the length of the restriction required and if it is for the print and/or electronic version of the thesis

.....  
.....  
.....

4. If you require restriction of access beyond 2 years for any other reason for the print and/or electronic version of your thesis, a formal request must be submitted in writing by you and your supervisor(s) to the Examinations and Research Degrees Office. If you wish to make such a request, please tick here:

### Special Arrangements

If you have a possible requirement for special arrangements brought about by a medical condition or specific learning difficulty, please tick here:

Please be aware that any allowance or special arrangement will have to be approved through the Educational Support Office. Your supervisor and examiners will be notified once approval has been obtained.

For further information, please contact the Educational Support Office:

Founders Building West Room 151, Royal Holloway, University of London, Egham, Surrey, TW20 0EX

Phone: +44 (0)1784 443966

Fax: +44 (0)1784 470249

E-mail: [educational-support@rhul.ac.uk](mailto:educational-support@rhul.ac.uk)

## Method of Examination

Your viva will either be recorded (audio only) or will be conducted in the presence of an Independent Chair. The method which each department has elected is available on the Viva tab of the Examination Information for Research Degree Students page: <http://www.rhul.ac.uk/ecampus/academicsupport/examinations/researchdegrees/students.aspx>

N.B.

### **Audio 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 2 months after you have been informed of the outcome, after which time it will be destroyed.

### **Independent Chair**

- The Independent Chair will normally be a member of staff of the College and normally from your department (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 policy.
- If the Independent Chair is unable to attend the viva as planned, the viva will be recorded.

## Signature of Candidate

***I confirm that I wish to enter for the examination of MPhil or PhD as specified above and I have read the rules and regulations for the assessment of Research Degrees - <http://www.rhul.ac.uk/ecampus/documents/pdf/regulations/researchdegreeregulations.pdf>***

Signature:

Date:

## **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 below or on a separate sheet, in which case please ensure that you include your name and the title of the thesis on that sheet.

Full Name of Candidate:	_____
Thesis Title:	_____
	_____
	_____

Description of Thesis:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## PART C: Deposit of Thesis and Reproduction

A bound copy of a thesis which is accepted by the University of London for the award of a higher degree is deposited in the College Library and 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 College certain permissions in the case that the degree is awarded.

Full Name of Candidate:

---

Thesis Title:

---

---

Degree:

MPhil

PhD

Date of Award:

(to be completed by RHUL)

---

### 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 that the thesis I present for examination for the MPhil/PhD degree shall, if a degree is awarded, be deposited in College Library and that, subject to the conditions set out below, it may be made available for public reference, inter-library loan and copying.*
- 3. I authorise RHUL or university authorities as appropriate to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement to these lists, or for consultation in any central file of abstracts of such theses.*
- 4. I understand that before the thesis is made available for public reference, inter-library loan and copying, the following statement will have been included at the beginning: The copyright of this thesis rests with the author and no quotation from it or information derived from it may be published without the author's prior consent.*
- 5. I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.*
- 6. I understand that if my thesis is not approved by the examiners, this declaration is void.*

**Name:**

---

**Signature:**

---

**Date:**

---

## Electronic Thesis Deposit Declaration

1. *I have deposited a printed copy of my thesis (the Work) in Royal Holloway, University of London Library and 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**

*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.*

3. *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.*

4. *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.*

5. *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 and as previously submitted to the Library in printed form.*

6. *I authorise that, if I do not have a suitable digital version of the Work available, or if the repository administrators encounter problems with any digital file I supply, the administrators may scan the Work from the printed copy in the University Library.*

7. *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.*

8. *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.*

**Name:**

**Signature:**

**Date:**

## PART D: Nomination of Examiners

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.

RESUBMISSION: If this is a resubmission and the examiners are the same as for the 1st submission, please complete the examiners' contact details and write 'same as 1st submission' in the section that requests details of their expertise and experience.

### Proposed Examiner 1 - External to both RHUL and University of London

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_  
(e.g. Dr/Prof.)

University: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Please attach either the examiner's CV or a link to the examiner's website

CV attached  Examiner website:

Reason for recommendation and expertise:

---

---

---

Has the examiner experience of examining PhD theses? 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.

---

---

---

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.

---

---

---

---

**Proposed Examiner 2 - From a college within the University of London (including Royal Holloway)**

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.

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_  
(e.g. Dr/Prof.)

College: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Please attach either the examiner's CV or a link to the examiner's website

CV attached  Examiner website:

Reason for recommendation and expertise:

---

---

---

---

Has the examiner experience of examining PhD theses? 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.

---

---

---

---

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. If an External Examiner is being proposed please provide detailed reasons as to why.

---

---

---

---

---

---

---

---



**Proposed Independent Chair (if applicable)**

Title: \_\_\_\_\_ Family Name: \_\_\_\_\_  
(e.g. Dr/Prof.) \_\_\_\_\_ First Name: \_\_\_\_\_

Position within RHUL \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

It is confirmed that the proposed Independent Chair:

- i. is not a member of the candidate's supervisory team, or has played any significant part in the project or the assessment of the candidate (e.g. formal progress reviews);
- ii. has substantial experience of examining research degree viva examinations (minimum of three examinations);
- iii. has experience of supervising Research Degree students;
- iv. is familiar with the Royal Holloway Research Degree examining process, procedures and regulations;
- v. has experience of chairing meetings

N.B. - If your Department's/ School's selected method of examination is an audio recording, please provide reasons why an independent Chair is being appointed instead on this occasion:

---

---

***I confirm that the candidate is eligible for entry to the examination, that the thesis title is deemed suitable by the Board of the Department or School where the candidate is registered, and that the proposed examiners are deemed acceptable by the Board of the Department or School of the candidate's lead supervisor.***

**Signature of Supervisor:**

**Signature of Director of Graduate Studies:**

**Date:**

**Date:**