**
Entry Form for MPhil/PhD Examination-2016/17**

**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.**

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

You should return this form, when completed, to RHUL Student Administration (researchdegrees@royalholloway.ac.uk) at least two months before submission of the thesis.

**Part A: Details of the Candidate and the Examination**

**Personal Details**







       

       

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 examinations will be sent to your RHUL email address. If you do not use your RHUL 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.

[ ] MPhil [ ] PhD



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 on the following website: <http://www.rhul.ac.uk/ecampus/academicsupport/examinations/researchdegrees/students.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.

The written part of the thesis shall be in English. If you have undertaken research in the field of Modern Foreign Languages and Literature 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: **[ ]**

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 in the examination, please tick here:**[ ]**

Part A continued on page 2

**Pre-viva submission requirements**

As of 01 October 2016, MPhil / PhD candidates must submit the following copies of their thesis by their submission deadline:

* Two hard copies of the thesis to Royal Holloway Student Administration – bound in line with ‘The Instructions and Notes on Submission’: [royalholloway.ac.uk/ecampus/documents/pdf/exams/instructionsandnotesonsubmission.pdf](https://www.royalholloway.ac.uk/ecampus/documents/pdf/exams/instructionsandnotesonsubmission.pdf). A third copy may be required in the event that an Independent Chair or third examiner is appointed.
* One electronic version of the thesis to researchdegrees@royalholloway.ac.uk, to be made available to your examiners.

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 researchdegrees@royalholloway.ac.uk. If you wish to make such a request, please tick here:

**Alternative Format**

**A** 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: **[ ]**

By signing page 3 of 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 13b).

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 13(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.

**B** 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/ecampus/documents/pdf/exams/instructionsandnotesonsubmission.pdf](https://www.royalholloway.ac.uk/ecampus/documents/pdf/exams/instructionsandnotesonsubmission.pdf)) e.g. present the thesis in A3 format, please tick here: **[ ]**

You will need to email researchdegrees@royalholloway.ac.uk to demonstrate the need for this alternative format. This request will be sent to the Faculty Dean to consider on behalf of the College Board of Examiners Executive Committee.

**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.

* 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:**[ ]**
* Where documentary evidence of commercial funding and/or commercial sensitivity is provided, restriction of access to the electronic copy of the thesis for 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 specify the length of the restriction required:

* If you require restriction of access beyond 5 years, a formal request must be submitted in writing by you and your supervisor(s) to researchdegrees@royalholloway.ac.uk. If you wish to make such a request, please tick here: **[ ]**

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**Exam Access 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 Disability and Dyslexia Services. Your supervisor and examiners will be notified once approval has been obtained.

For further information, please contact Disability and Dyslexia Services
Founders Building West Room 134, Royal Holloway, University of London, Egham, Surrey, TW20 0EX

Phone: +44 (0)1784 276473
Email: disability-dyslexia@royalholloway.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 policies.
* 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:**

<https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/researchdegrees/students.aspx>





Please note that a typed signature is not sufficient. If you are not able to sign, please email researchdegrees@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 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.





**Description of Thesis**:

**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 College 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 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.
6. 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.
7. 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.



  

Please note that a typed signature is not sufficient. If you are not able to sign, please email researchdegrees@royalholloway.ac.uk with confirmation that you accept the conditions of the deposit and reproduction of the electronic copy of the thesis as stated above.

**Part D: Nomination of Examiners**






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 both RHUL and University of London**














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

CV attached**[ ]**


Reason for recommendation and expertise:

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.

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 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.






 







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

CV attached**[ ]**



 Reason for recommendation and expertise:

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.

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

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**Proposed Independent Chair (if applicable)**













It is confirmed that the proposed Independent Chair:

1. is not a member of the candidate's supervisory team and has not played any significant part in the project or the assessment of the candidate (e.g. formal progress reviews)
2. has substantial experience of examining research degree viva examinations (minimum of three examinations)
3. has experience of supervising Research Degree students
4. is familiar with the Royal Holloway Research Degree examining process, procedures and regulations
5. 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. Please indicate if the Independent Chair is being nominated as an addition to the audio recording or instead of the recording:

**Signature of Supervisor and Director of Graduate Studies**

**I confirm that:**

* **the candidate is eligible for entry to the examination**
* **the thesis title is deemed suitable by the Board of the Department or 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 are deemed acceptable by the Board of the Department or School of the candidate's lead supervisor**









Please note that a typed signature is not sufficient. If you are not able to sign, please email researchdegrees@royalholloway.ac.uk with your approval of the candidate’s entry to the examination.

Please return the completed form to Student Administration (researchdegrees@royalholloway.ac.uk)