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 and the Director of Graduate Studies.

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 the supervisor and the Research Degrees team should be informed (researchdegrees@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 the 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.

Access restriction
Please indicate here whether you would like to restrict access to their 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 for 2-5 years on your thesis, a formal request should be submitted alongside the entry form and this request must be approved by the supervisor. If you require an embargo beyond 5 years or no final electronic copy to be submitted, a formal request must be submitted with confirmation of the supervisor’s approval to Research Degrees. This request will be sent to the Faculty Dean for approval and Research Degrees 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

An audio recording will be made of the viva or a recording will be made and an Independent Chair will also be present. The audio recording will be stored by the department for 6 months and will only be listened to in the event of 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 researchdegrees@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

This part of the exam entry form should be completed by your supervisor and/or department.

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

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 and Director of Graduate Studies

This should be signed by the supervisor and Director of Graduate Studies prior to submitting the form to Research Degrees. If unable to provide a written or electronic signature, email approval of the entry will be sufficient.