EG1 - Doctoral Examinations Timeline

This timeline is an overview for Examiners of the key steps of the Research Degree examination process at Goldsmiths, with standard timings for each step. Full guidelines on the examinations process are sent along with the electronic thesis.

Stakeholder	Action	Timings
Examiner	If you decide to accept the appointment, you will need to complete the Response to Research Degree Invitation online form (EF1). This form is designed to: • Inform Research Degrees of any connections with the Candidate or Supervisor which may be pertinent to your appointment • Inform Research Degrees if you have any accessibility requirements • Inform Research Degrees if you require a hard copy of thesis • Inform Research Degrees if you require assistance making travel arrangements for the viva • Determine whether you have the Right to Work in the UK, and whether you will need help from our Immigration team to enter the UK If you decide to decline the invitation, please notify Research Degrees via email.	Within 10 days of receiving the formal invitation
Supervisor	The Candidate's Supervisor will contact you to arrange a convenient time and format for the viva examination. In general, it is expected that the viva will take place within 3 months of the Candidate's thesis submission. Vivas may be conducted via videoconference or in hybrid format.	After both Examiners have formally accepted
Research Degrees	You will receive an email from Research Degrees containing the following documents: • An electronic copy of the thesis	At least 6 weeks before the viva

Stakeholder	Action	Timings
	• EG2 - Guidelines for Research Degree Examiners • EG3 - Research Degrees Examination Outcomes • EF2 - Independent Preliminary Report form • EF3a/b - Examination Outcome form • EF4 - Final Joint Report form • Expenses and Fee payment claim forms	
Examiner	Having read the thesis, you will write your Independent Preliminary Report (EF2). You should write this without consultation with your co-examiner.	2 weeks before the viva
Examiner	You will exchange Independent Preliminary Reports (EF2) with your co-examiner, and discuss the strategy that you propose to adopt during the viva.	1 week before the viva
Examiner	You will complete & sign the Examination Outcome Form (EF3a/b), ensuring it is signed by all relevant parties.	Immediately after the viva
Examiner	You will work with your co-examiner to complete the Final Joint Report (EF4) in which you set out the grounds upon which you reached your decision, and specify any required amendments.	Within 2 weeks of the viva
Examiner	You will return the following package of documents to Research Degrees via email: • 2x EF2- Independent Preliminary Reports • EF3a/b - Examination Outcome form • EF4 - Final Joint Report	Up to 2 weeks after the viva
Research Degrees	Research Degrees will formally notify the Candidate of their outcome and share the Examiners' reports. If applicable, Research Degrees will contact the Examiners with an expected timeline for amendments submission, or re-submission for a Second Examination.	Up to 2 weeks after the viva

Stakeholder	Action	Timings
Examiner	Following the viva examination and any Second Examination, you are entitled to claim a fee of £200.00 (PhD examination) or £150.00 (MPhil examination). **Please remember that all fees are taxed at source.** • If you are a member of Goldsmiths staff, please complete P002 Claim for Payment form • If you are not a member a Goldsmiths staff, please complete the N002 Claim for Payment form. If you have not done so already, you will need to supply a copy of your passport or relevant Right to Work document. • Non-Goldsmiths staff may also claim travel expenses in accordance with the Goldsmiths Travel and Expenses policy. To do so you must complete the N004 Claim for Payment form. Please return completed form(s), along with any relevant receipts, to Research Degrees via email.	After the outcome documentation has been completed

If you wish to seek advice at any stage in the examination process, please contact us via email on research-degrees@gold.ac.uk

Document history

Version	Date	Details	Author	Approved
1.0	02/10/2020		Marie-Alix Thouaille	Approved
2.0	23/07/2021	Updated to reflect digital thesis submission only	Marie-Alix Thouaille	Approved