

CG1 - Guidelines for Research Degree Candidate and Supervisors

This document sets out the Research Degree Examination process. Candidates should read these Guidelines prior to registering for the Examination. Supervisors, who are responsible for the appointment of Examiners and for supporting Candidates throughout the examination should also read this document.

Table of Contents

1.	Registering for a First Examination.....	2
2.	Appointment of Examiners for a First Examination.....	3
2.1	Selecting Examiners	3
2.2	Personal and Professional Links.....	5
2.3	Independent Chairs	5
2.4	Submission and Approval of Examiner Nominations	6
3.	Thesis Submission for a First or Second Examination.....	7
3.1	Submission Requirements.....	7
3.2	Presentation and Formatting Requirements	8
3.3	Thesis Dispatch	10
4.	First Examination.....	10
4.1	Timetable for Examination	10
4.2	The viva	10
4.3	Viva outcome.....	12
4.4	Pass Subject to Minor Amendments Outcome	12
4.5	'Not pass, present for re-examination' outcomes.....	13
5.	Second Examination following a Not Pass Outcome	13
5.1	Registering for a Second Examination.....	14
5.2	Thesis re-submission.....	15
5.3	Second Examination process	15
6.	Extensions to Amendments or Re-submission Deadlines	16
7.	Final Deposition, Award, and Graduation	17
7.1	Depositing the Final Thesis	17
7.2	Deposit and Access.....	18
7.3	Awarding process and Confirmation of Awards	20
7.4	Degree Certificates.....	20
7.5	Graduation Ceremonies.....	21
8.	Appeals.....	22

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1. Registering for a First Examination

- 1.1 In the present document, 'First Examination' refers to the process following a Candidate's initial submission of their thesis. In the event of one of the 'pass' outcomes, the First Examination concludes once the degree of MPhil or PhD is awarded. In the event of one of the 'Not Pass' outcomes, the Candidate is subject to a 'Second Examination.' As outlined below, not all Second Examinations require a second oral examination. For the avoidance of doubt the electronic submission of an amended thesis following an outcome of 'Pass subject to minor amendments' is not considered to comprise a Second Examination, but rather the second stage of a First Examination.
- 1.2 Two months prior to the intended submission of their thesis, Research Degree Candidates (hereafter 'Candidates') are required to register for the MPhil or PhD Examination by completing the [CF1 - Research Degree Examination Entry Form](#).
- 1.3 When registering for the Examination, Candidates who have previously disclosed a health difficulty, disability or impairment to the Goldsmiths Disability Services team may request [reasonable adjustments](#) for the Examination. In such cases, the Research Degrees unit within the Graduate School (hereafter 'Research Degrees') will contact the Candidate and Disability Services to discuss suitable arrangements. Research Degrees will then communicate any agreed adjustments to the Research Degree Examiners (hereafter 'Examiners') via email ahead of the Examination. Where a Candidate is registered on a Research Degree programme validated by Goldsmiths but delivered as part of a partnership arrangement, Research Degrees will also communicate any agreed adjustments to the partner institution.
- 1.4 Candidates who have an undisclosed health condition or disability that means they require awareness, adjustments or particular arrangements to be made for the Examination should contact Disability Services for advice prior to registering for the Examination.
- 1.5 When registering for the Examination, Candidates are asked to confirm that their Thesis does not exceed the maximum word limit for their programme, as set out either in the specific programme specification or otherwise within the Code of Practice on Postgraduate Research and Training. For the avoidance of doubt: the front matter of the thesis (such as the title page, abstract, acknowledgements page, and contents page) and the footnotes are included in the maximum thesis word length. The bibliography and appendices are excluded from the maximum thesis word length. Where a Candidate's thesis exceeds the maximum word limit

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for their programme, they should email Research Degrees to request a word length extension prior to registering for the Examination.

- 1.6 Upon receipt of the CF1 - Research Degree Examination Entry Form, Research Degrees are required to check whether the Candidate is eligible to enter for the Examination by confirming whether they have:
 - successfully completed their Transfer of Registration (commonly known as the 'upgrade') from MPhil to PhD (for PhD entry only).
 - completed the minimum registration requirement as outlined in the Code of Practice for Postgraduate Research and Training.
- 1.7 Once a Candidate's CF1 - Research Degree Examination Entry Form has been processed, Research Degrees contacts the main Supervisor (hereafter, 'Supervisor') via email to request that they nominate Examiners.
- 1.8 In the event that a Candidate wishes to amend their thesis title after their submission of the CF1 - Research Degree Examination Entry Form, they are required to email Research Degrees the new title, with their Supervisor included in copy of the email.

2. Appointment of Examiners for a First Examination

2.1 Selecting Examiners

- 2.1.1 While Supervisors are responsible for selecting and nominating two Examiners, their appointment is subject to approval by Research Degrees.
- 2.1.2 One month prior to the Candidate's thesis submission, the Supervisor is asked to nominate:
 - one Examiner external to the University of London (hereafter 'External Examiner');
 - one Examiner internal to the University of London (hereafter 'Internal Examiner').
- 2.1.3 Both Examiners should be experts in the field of the thesis, but not necessarily in all parts of the research. Rather, the Examiners, between them, should cover all aspects of the work submitted for examination. In some cases, it may be appropriate to appoint a third Examiner to achieve adequate coverage. When formally nominating the Examiners (See [Submission and Approval of Examiner Nominations](#)), Supervisors are required to confirm that the nominated Examiners'

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expertise relates to the Candidate's thesis.

2.1.4 When selecting Examiners, Supervisors should have regard for the following considerations:

- At least one Examiner should have experience of MPhil or PhD examining. Where a Supervisor wishes to appoint an inexperienced Examiner, they should be paired with an experienced Examiner.
- At least one Examiner should normally have experience of MPhil or PhD examining within the University of London.
- When formally nominating the Examiners (See [Submission and Approval of Examiner Nominations](#)), Supervisors are required to list their nominated Examiners' experience of MPhil/PhD examining (i) within the University of London and (ii) outside the University of London.

2.1.5 When selecting Internal Examiners, Supervisors should have regard for the following considerations:

- Where a Candidate is also a member of Goldsmiths academic staff, particular attention should be paid to professional links with academic staff (both within and outside the College), which may compromise the independence of the examination.
- A visiting professor in a different department or research group to the Candidate may be nominated as an Internal Examiner.
- Former University of London academic staff who have retired but have retained links with their former departments may be appointed as Internal Examiners.

2.1.6 When selecting External Examiners, Supervisors should have regard for the following considerations:

- Former University of London academic staff who have resigned (rather than retired) from their post are not normally eligible to serve as External Examiners for three years.
- Where no suitable External Examiner can be found in the UK, the Supervisor should endeavour to nominate an External Examiner in Europe. When formally nominating the Examiners ([Submission and Approval of Examiner Nominations](#)) Supervisors are required to outline their reasons for nominating an Overseas Examiner.
- Typically, Research Degrees can reimburse the cost of European travel (up to a maximum of £250.00) and 1 night's accommodation in London for External Examiners. If an External Examiner is travelling from outside Europe, the maximum amount of £250.00 nonetheless applies. Therefore, if an External Examiner's travel costs are likely to exceed

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this amount the Supervisor, Academic Department, and Examiner should agree how the excess amount should be paid.

- 2.1.7 Where a Supervisor wishes to nominate two External Examiners, they are required to outline their reasons for doing so when completing the nomination form (See [Submission and Approval of Examiner Nominations](#)).
- 2.1.8 Prior to completing the nomination form (See [Submission and Approval of Examiner Nominations](#)), Supervisors should informally approach their preferred Examiners to ascertain whether they are willing and able in principle to examine at the time when the thesis will be submitted (See [Timetable for Examination](#)). However, Supervisors are asked not to arrange viva dates until their examiner nominations have been formally approved by Research Degrees.

2.2 Personal and Professional Links

- 2.2.1 While it is accepted that Examiners will usually be acquainted with the Supervisor, and sometimes the Candidate, the Examiners nominated should have no close personal or professional links with either the Candidate or Supervisor which might inhibit an objective examination. For the avoidance of doubt, close professional links include joint holding of grants, co-authorship of papers, books and chapters.
- 2.2.2 Supervisors are required to declare **any links** between the Examiners and the Candidate, and the Examiners and the Supervisor when completing the nomination form (See [Submission and Approval of Examiner Nominations](#)).
- 2.2.3 Academic staff who have been involved in assessing a Candidate's Transfer of Registration are ineligible to serve as Internal Examiners. Staff members who may have attended seminars or presentations given by the candidate as part of their Transfer Panel may be nominated as Internal Examiners provided they have taken no part in the transfer decision.
- 2.2.4 Supervisors are advised to avoid repeatedly nominating the same Examiner. Likewise, colleagues should avoid nominating each other to act as Examiners within a short timeframe.

2.3 Independent Chairs

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2.3.1 Where there are sufficient grounds to suggest it will be necessary or helpful to the process, Research Degrees has the discretion to request that the Supervisor nominate an Independent Chair for an examination.

2.3.2 Typically, Research Degrees requests an Independent Chair where:

- neither of the Examiners appointed have University of London examination experience;
- two External Examiners have been appointed, neither of whom have University of London examination experience;
- the examination is for a research degree validated by Goldsmiths but delivered as part of a partnership arrangement;
- a Candidate is being re-examined following a 'Not Pass' outcome at their original viva;
- it is otherwise thought that it will be helpful to the examination process.

2.3.3 The Independent Chair will usually be a senior member of academic staff with experience of Goldsmiths research degree examinations.

2.3.4 The Independent Chair should have had no close personal or professional connections with the Candidate, Supervisor, or Examiners which might compromise their role as an independent observer of the examination.

2.3.5 The overall role of an Independent Chair is to ensure that the viva is conducted in a fair and transparent manner, in line with the Guidelines outlined in this document.

2.3.6 Areas considered beyond the responsibility of an Independent Chair include:

- receiving and reading a copy of the thesis
- questioning the Candidate about their work
- acting as a 'casting vote' in the event of substantive disagreement; in such circumstances, the role of the Chair should be facilitative in terms of advising the Examiners on available options.

2.4 Submission and Approval of Examiner Nominations

2.4.1 Supervisors are required to submit their Examiner nominations to Research Degrees one month prior to the Candidate's intended submission date by completing the [SF1 Appointment of Research Degree Examiner](#) online form.

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- 2.4.2 Where neither of the Examiners nominated have University of London examination experience, the online form will automatically request the nomination of an Independent Chair.
- 2.4.3 Any questions about the form should be directed via email to research-degrees@gold.ac.uk .
- 2.4.4 Following the submission of the form, the Dean or Deputy Dean of the Graduate School will review the Examiner nominations. If there are any queries, Research Degrees will contact the Supervisor. If relevant, Research Degrees will request the nomination of an Independent Chair at this stage. Research Degrees endeavours to respond to all Examiner nominations within 14 days.
- 2.4.5 At the point at which the proposed Examiners are approved, Research Degrees issues Examiners with a formal email invitation outlining the terms of the appointment. For more information, see EG2 - Guidelines for Research Degree Examiners.

3. Thesis Submission for a First or Second Examination

3.1 Submission Requirements

- 3.1.1. When submitting a thesis for a first examination, or for re-examination following a 'Not Pass' outcome, Candidates are required to submit:
- 2x soft-bound copies of the thesis
 - 1x digital copy of the thesis
 - 1x CF2 - Research Degree Thesis Submission Form
- 3.1.2. Bound copies of the thesis may be submitted in person by the Candidate or by a third party, or sent by post/courier. In all cases, the address for delivery of the bound copies is as follows:

Research Degrees
Graduate School Office
117 Whitehead Building
Goldsmiths, University of London
London SE14 6NW

Opening hours: 09:00-17:00

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Telephone: +44 (0)20 7919 7774

- 3.1.3. Candidates may be asked to provide a third copy of their thesis if a third Examiner is appointed at any stage in the examination process. For the avoidance of doubt, an Independent Chair is not a third Examiner, and is not expected to receive a copy of the thesis.
- 3.1.4. Digital copies may be supplied as PDFs via email to research-degrees@gold.ac.uk , as download links via email, or on USBs/CDs/DVDs delivered to Research Degrees at the address above.
- 3.1.5. When completing the CF2 - Research Degree Thesis Submission Form, Candidates are asked to declare the word length of (i) their thesis (ii) their bibliography and (iii) if applicable, any appendices.

3.2 Presentation and Formatting Requirements

- 3.2.1 Theses must be presented in a permanent and legible form in typescript or print.
- 3.2.2 The front matter of the thesis (i.e. the pages that precede the main content of the thesis) should include the following:
 - **Title page**, bearing the title of the thesis (as per CF1 - Research Degree Examination Entry Form), the name of the Candidate (as per their name on MyGoldsmiths), the name of the Institution at which the Candidate is registered (Goldsmiths, University of London), and the degree for which the thesis is being submitted (MPhil or PhD).
 - **Acknowledgements page**
 - **Abstract page**, bearing an abstract of the thesis of no more than 300 words.
 - **Contents page**, listing all contents, including materials not bound into the printed thesis. This should also include lists of tables, illustrations or images.
- 3.2.3 Theses should be formatted for printing as follows:
 - Portrait, A4 format (210 x 297 mm).
 - Margins at the binding edge must be no less than 40 mm (1.5 inches) and other margins no less than 20 mm (0.75 inches).
 - Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes where single spacing may be used.

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- All pages must be numbered in one continuous sequence from the title page to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything bound in the volume, including maps, diagrams, blank pages, etc.

3.2.4 Theses should be printed as follows:

- Portrait, A4 format (210 x 297 mm).
- Plain white paper should be used, of good quality and of sufficient opacity for normal reading.
- Theses may be submitted with printed text on both sides of the paper provided the paper is thick enough to prevent show through.
- Photographic and other illustrations should either be printed within the thesis, or be permanently mounted and bound within the thesis.

3.2.5 Theses should be soft-bound as follows:

- The thesis should be covered in medium blue cloth (e.g. water resistant material)
- The pages should be glued in
- The spine should include the following gold lettering in 16 or 18 point type (0.25 inch): Degree Type (e.g. MPhil or PhD), Year of submission, Surname and Initials (in the same form as on MyGoldsmiths).

3.2.6 Requests to submit a thesis in an irregular format (such as landscape or A3 format) should be made in writing to research-degrees@gold.ac.uk around 1 month prior to a Candidate's intended submission date. Such a request should include a short case (1-2 paragraphs) outlining the reasons for the request. Research Degrees will endeavour to respond to such requests within 14 days.

3.2.7 Illustrative material may be submitted in the following forms:

- Digital materials on USB storage device, CD, or DVD;
- Non-textual material in accordance with the Candidate's Programme Specifications or other official documentation;
- Illustrative material in other forms may be submitted with the prior approval of Research Degrees. Requests should be made in writing to research-degrees@gold.ac.uk around 1 month prior to a Candidate's intended submission date.

3.2.8 Any material which cannot be bound in with the text must be placed either in a pocket inside or attached to the back cover. Alternatively, material may be provided in a rigid container similar in format, texture and colour to the bound thesis (e.g. an archive box with a lid); any such container should be clearly

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labelled with the same information as the printed volume's title page, and a table of contents should be included within the container. Each copy of the thesis submitted must be accompanied by a full set of this material.

3.3 Thesis Dispatch

- 3.3.1 Following a Candidate's thesis submission, Research Degrees dispatches the thesis copies to the Examiners in digital format (via email) and in hard copy format (via post).
- 3.3.2 Under no circumstances should the Candidate or the Supervisor send a thesis directly to an Examiner.
- 3.3.3 Research Degrees emails both the Candidate and Supervisor to confirm the dispatch of the thesis copies.

4. First Examination

4.1 Timetable for Examination

- 4.1.1 It is the responsibility of the Supervisor to contact the Examiners and the Candidate to arrange a mutually convenient time and place to hold the viva voce examination (hereafter 'viva'). Once a viva date has been agreed, the Supervisor is then required to notify Research Degrees via email of the date.
- 4.1.2 In the interests of the candidate, Research Degrees expects in normal circumstances that:
 - The thesis will be dispatched to the Examiners a minimum of **6 weeks before** the viva.
 - The viva will take place **within 3 months** of the Candidate's thesis submission.
 - The examiners will return the examination paperwork to Research Degrees **within 2 weeks** of the examination.

4.2 The viva

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- 4.2.1 The viva is an oral examination for an academic qualification in which two Examiners -- having in advance read, considered and formed an initial view on the Candidate's work -- meet formally with the Candidate to establish whether all the requirements for a thesis submitted for the degree of MPhil or PhD as set out in the Code of Practice for Postgraduate Research and Training have been met. During the viva, the Candidate is asked any questions which may clarify the view of the Examiners and help them to determine the appropriate examination outcome.
- 4.2.2 All Candidates are subject to at least one viva.
- 4.2.3 The viva will normally be held in person in London, typically at Goldsmiths, and in formal environment suitable for the conduct of an examination. Where a Candidate is registered on a Research Degree programme validated by Goldsmiths but delivered as part of a partnership arrangement, the viva may be required to take place at the partner institution.
- 4.2.4 Where an in person viva cannot be held, for example, due to temporary restrictions affecting travel or face-to-face contact, it is permissible for the viva to be held via videoconference. In such a case, all parties should have regard for GG1 - Good Practice Guidelines for Video-conference Viva Voce Examinations.
- 4.2.5 With the Candidate's consent, a Supervisor may attend the viva as an observer. If this is the case, the Supervisor will notify the Examiners in advance. In keeping with the role of an observer, any Supervisor present must not speak unless invited to do so by the Examiners. Supervisors who exceed their role as silent observer may be ejected from the viva. No persons other than the Examiners, one Supervisor, an Independent Chair (if applicable) and the Candidate may be present at a viva.
- 4.2.6 The Candidate may request breaks at any time during the viva.
- 4.2.7 Examiners have the discretion to terminate a viva at any time on the following grounds:
- In the event that the Candidate becomes unwell;
 - In the event of a viva involving audio-conferencing or video-conferencing, where significant and recurrent technical issues arise and it is considered likely that these issues will affect the outcome of the viva, and/or impair the ability of the Examiners to form a proper judgment regarding the outcome;
 - In the event that the Candidate makes comments to the Examiners, which put them under moral pressure, or offers any kind of incentive, to award a pass;

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- In the event of a Supervisor being in attendance, where the Supervisor exceeds their role as a silent observer of the viva and attempts to influence the outcome of the examination;
- In any other circumstances which they have reason to believe will hinder the conduct of a fair and transparent examination.

4.2.8 In the event that the Examiners choose to terminate a viva, they are required to submit a written report to Research Degrees outlining the circumstances of the termination so that appropriate action may be taken.

4.2.9 At the conclusion of the viva, the Candidate and, if present, the Supervisor and Independent Chair, shall withdraw, leaving the Examiners to confer on the outcome in private.

4.3 Viva outcome

4.3.1 The options open to the examiners in determining the outcome of PhD or MPhil viva are detailed in the EG3 - Research Degree Examination Outcomes document.

4.3.2 While Examiners may choose to advise the candidate orally and informally of their decision at the conclusion of their deliberations following the viva, any such result notification is neither formal nor final.

4.3.3 Within 14 days of the viva, Examiners are required to return the completed Examination Outcome Form, their Independent Preliminary Reports, and their Final Joint Report to Research Degrees.

4.3.4 Following the receipt of the examination documentation listed above, Research Degrees sends the Candidate, their supervisor, and their Academic Department an official outcome email formally specifying the Examiners' recommendation and, if relevant, any deadlines for the completion and submission of amendments or thesis re-submission. This email contains a copy of the Examiners Final Joint Report as an attachment. Where Examiners have chosen to make their preliminary reports available to the Candidate, these are also enclosed.

4.4 Pass Subject to Minor Amendments Outcome

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- 4.4.1 For the avoidance of doubt the electronic submission of an amended thesis following an outcome of 'Pass subject to minor amendments' is not considered to be a Second Examination, but rather the second stage of a First Examination.
- 4.4.2 In the event of a 'Pass subject to minor amendments' outcome, the Candidate is required to submit the following materials via email to research-degrees@gold.ac.uk within 3 months of their outcome notification:
- A digital copy of the amended thesis, supplied either with track changes or with amendments highlighted in colour
 - A report on the amendments undertaken.
- 4.4.3 Research Degrees forwards the above documents to the Examiner(s) nominated to review the amended thesis. The Examiner(s) are then required to assess whether the minor amendments requested have been completed satisfactorily, and formulate an outcome within 4-6 weeks.
- 4.4.4 Following receipt of the appropriate documentation from the Examiner(s), Research Degrees notifies the Candidate of their outcome via email.
- 4.4.5 Where the Examiners deem that the Candidate has completed the amendments to their satisfaction, the Candidate will be invited to proceed with their final thesis deposition in order to finalise the award. (See [Final Deposit and Award](#)).
- 4.4.6 In the event that the Examiner(s) are not satisfied with the amendments, they have the discretion to grant additional time (up to 3 months) for the amendments originally requested to be completed. In such a case, Research Degrees sends the Candidate a new Examiners' report outlining the changes that are still required.

4.5 'Not pass, present for re-examination' outcomes

- 4.5.1 In the event that the thesis does not satisfy the requirements for the award in its current form, the candidate may be asked to re-submit their thesis within either 12 or 18 months for a re-examination.
- 4.5.2 For the avoidance of doubt, in the case of 'not pass, present for re-examination' outcome, the Candidate is subject to a [Second Examination](#).

5. Second Examination following a Not Pass Outcome

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5.1 Registering for a Second Examination

- 5.1.1 Two months prior to the planned re-submission of their thesis following a Not Pass Outcome, Candidates are required to register for the MPhil or PhD Examination by completing the [CF1 - Research Degree Examination Entry Form](#).
- 5.1.2 When registering for a Second Examination, Candidates who have previously disclosed a health difficulty, disability or impairment to the Goldsmiths Disability Services team may request [reasonable adjustments](#) for the Examination. In such cases, Research Degrees will contact the Candidate and Disability Services to discuss suitable arrangements. Research Degrees will then communicate any agreed adjustments to the Examiners ahead of the Examination.
- 5.1.3 Candidates who have an undisclosed health condition or disability that means they require awareness, adjustments or particular arrangements to be made for the Examination should contact Disability Services for advice prior to registering for the Examination.
- 5.1.4 When registering for a Second Examination, Candidates are asked to confirm that their Thesis does not exceed the maximum word limit for their programme, as set out either in the specific programme specification or otherwise within the Code of Practice on Postgraduate Research and Training. For the avoidance of doubt: the front matter of the thesis (such as the title page, abstract, acknowledgements page, and contents page) and the footnotes are included in the maximum thesis word length. The bibliography and appendices are excluded from the maximum thesis word length. Where a Candidate's thesis exceeds the maximum word limit for their programme, they should email Research Degrees to request a word count extension prior to registering for the Examination.
- 5.1.5 In the event that a Candidate wishes to amend their thesis title after their submission of the CF1 - Research Degree Examination Entry Form, they are required to email Research Degrees the new title, with their Supervisor included in copy of the email.
- 5.1.6 Once a Candidate's CF1 - Research Degree Examination Entry Form has been processed, Research Degrees contacts the original Examiners with a formal email invitation outlining the terms of the appointment. For more information, see EG2 - Guidelines for Research Degree Examiners.

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5.2 Thesis re-submission

- 5.2.1 Candidates are permitted to re-submit their thesis ahead of their final re-submission deadline. In other words, where a Candidate has been given 12 or 18 months to re-submit their thesis, they may proceed with the re-submission prior to the end of this period.
- 5.2.2 In the case of a re-submission, the same formatting and presentation requirements apply as with a first submission: See [Thesis Submission for a First or Second Examination](#).
- 5.2.3 Following their re-submission, Candidates are required to pay a re-entry fee.

5.3 Second Examination process

- 5.3.1 Second examinations are subject to the same rules and procedures as a [First Examination](#), with key exceptions outlined below.
- 5.3.2 Certain outcomes are **not available in the event of a Second Examination**. These are listed in EG3 - Research Degree Examination Outcomes. For the avoidance of doubt, no Candidate can be subject to a Third Examination.
- 5.3.3 In any re-examination, the Examiners will have regard to the report they made on the First Examination.
- 5.3.4 In certain cases, the Second Examination may proceed without a second viva. While this typically depends on the recommendation made by the Examiners at the time of the First Examination, Examiners nonetheless retain the right to request a second viva at a later date if the need for one becomes apparent.
- 5.3.5 Where the Second Examination proceeds without a second viva, Examiners are expected to formulate their outcome within 3 months of the dispatch of the thesis.
- 5.3.6 Unless it is impossible for them to do so, it is expected that the original Examiners will conduct the second examination. Where one or both of the original Examiners are unable to conduct the Second examination for any reason, a second viva **must** be held. In this instance, the requirement for a second viva supersedes any decision communicated to the Candidate following the First Examination. In such a case, the original Examiners' Final Joint Report will be made available to the

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new Examiners and the focus of the Second examination will be to assess how well the Candidate has addressed the concerns raised and/or changes requested in this report.

6. Extensions to Amendments or Re-submission Deadlines

- 6.1 If a Candidate finds themselves unable to submit their amended thesis or re-submit their thesis for a second examination within the timeframe specified in their outcome notification they should contact Research Degrees in the first instance to discuss their circumstances. Where a Candidate fails to submit their amended thesis or re-submit their thesis for a second examination within the timeframe specified in their outcome notification, and no extension or hiatus has been agreed with Research Degrees, the Candidate will be withdrawn from their programme.
- 6.2 Where appropriate, the Candidate will be asked to submit a request to extend their amendments or re-submission period. Such extension requests are expected to comprise:
 - A short case, typically 1-2 paragraphs outlining the Candidate's mitigating circumstances
 - Any relevant supporting evidence
- 6.3 Where a Candidate is nearing the end of their amendments or re-submission period and makes a case for an extension of up to a third the original amendments or re-submission period, Research Degrees has the discretion to extend the deadline without consulting the Examiners. Where a Candidate is nearing the end of their amendments or re-submission period and makes a case for an extension of more than a third of the original amendments or re-submission period, Research Degrees will contact the Examiners with the extension case.
- 6.4 If a Candidate encounters a long period of illness or other exceptional circumstances preventing them from making progress on their amendments submission, Research Degrees has the discretion to propose an informal hiatus in the examination period. Where such a hiatus is agreed:
 - The Department, Supervisor, and Examiners will be notified of the hiatus.
 - The Candidate is not expected to work on their amendments or resubmission, nor expected to receive supervision during the agreed period.
 - At the end of this period (or earlier if appropriate), the Candidate will contact Research Degrees with an update on their circumstances. In the

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event that they are able to resume work on their thesis, Research Degrees will contact the Examiners to agree a revised timeline for amendments submission or re-submission.

7. Final Deposition, Award, and Graduation

7.1 Depositing the Final Thesis

7.1.1 In order to finalise their award following a 'Pass' outcome or after the formal approval of any required amendments, Candidates are required to deposit:

- 1x hard bound copy of the final thesis
- 1x digital copy of the final thesis
- 1x completed [CF3 - Deposit and Access Agreement for Goldsmiths Research Degree Theses form](#).

7.1.2 Where a Candidate is registered on a Research Degree programme validated by Goldsmiths but delivered as part of a partnership arrangement, the Candidate is required to deposit an additional hard bound copy of the thesis with the partner institution unless otherwise advised by the partner institution. For details of how to deposit this additional copy, please contact Research Degrees.

7.1.3 Final theses deposits are subject to the same [Presentation and Formatting Requirements](#) as a First or Second submission, save for the following exceptions:

- The thesis should be hard-bound, with the pages sewn in, not punched
- The spine should include the following gold lettering in 16 or 18 point type (0.25 inch): Degree Type (e.g. MPhil or PhD), Year of award, Surname and Initials (in the same form as on MyGoldsmiths).

7.1.4 Final theses may be deposited in person by the Candidate or by a third party, or sent by post/courier. In all cases, the address for delivery of the final thesis copy is as follows:

Research Degrees
Graduate School Office
117 Whitehead Building
Goldsmiths, University of London
London SE14 6NW

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Opening hours: 09:00-17:00
Telephone: +44 (0)20 7919 7774

- 7.1.5 Digital copies may be supplied to Research Degrees as PDFs or download links via email to research-degrees@gold.ac.uk or on USBs/CDs/DVDs delivered to Research Degrees at the address above.
- 7.1.6 Candidates studying on a Tier IV visa intending to apply for the Doctoral Extension Scheme (DES) should contact the Immigration Advisory Service (IAS) via email to immigration@gold.ac.uk prior to proceeding with their final thesis deposit.
- 7.1.7 The award cannot be finalised, and Candidates cannot be awarded until Research Degrees is in receipt of all three components of the final thesis deposit (the hard bound thesis, the electronic thesis, and the CF3 - Deposit and Access Agreement for Goldsmiths Research Degree Theses online form).

7.2 Deposit and Access

- 7.2.1 Every Candidate owns the copyright to their thesis. Copyright lasts for the lifetime of the author plus 70 years but can be transferred. It is therefore for Candidates to decide whether or not they wish to publish their theses, and in what form.
- 7.2.2 After a Candidate deposits their thesis with Research Degrees, it is then deposited at Goldsmiths Library, where it becomes available for consultation (but not borrowing). The digital copy of the thesis, along with its bibliographic details are deposited in Goldsmiths' institutional repository [Goldsmiths Research Online](#) (hereafter 'GRO') for the purpose of preservation. Candidates' digital theses will be made available online with the default Creative Commons license [CC-BY-NC-ND](#). This allows others to read and share a thesis provided the Candidate is recognised as the author, the work is not changed and it is for non-commercial use. Candidates may select another Creative Commons license. Bibliographic details are also deposited in the [British Library's Electronic Theses On-line System](#) (EThOS). For the avoidance of doubt, deposition does not constitute publication.
- 7.2.3 The [CF3 - Deposit and Access Agreement for Goldsmiths Research Degree Theses](#), which candidates are required to complete when they proceed with their final thesis deposit, sets the terms of access to the printed and electronic copies of a Candidate's thesis.

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- 7.2.4 In some cases, it may be necessary to restrict access to a thesis on a temporary basis, for instance for reasons of commercial confidentiality or conditions imposed by sponsors. Candidates are therefore permitted to restrict access to their thesis and/or the abstract for a maximum period of 36 months by selecting the relevant option when completing the CF3 - Deposit and Access Agreement for Goldsmiths Research Degree Theses online form. Candidates requesting an embargo will also be required to provide a statement detailing their case for restriction.
- 7.2.5 Where a 36-month embargo is agreed, the thesis will automatically go live after the specified time period has expired. In the event that a Candidate wishes to extend their embargo, they must contact GRO via email to gro@gold.ac.uk to request a further restriction.
- 7.2.6 Restrictions beyond a standard 36-month embargo period are permitted only in exceptional circumstances, including but not limited to the thesis containing material of a highly sensitive nature which, if disclosed, could endanger the mental health or safety of any individual. Candidates considering such restrictions should contact GRO and Research Degrees via email prior to completing the CF3 - Deposit and Access Agreement for Goldsmiths Research Degree Theses.
- 7.2.7 Candidates are permitted to include third-party copyrighted materials in their thesis in the following cases:
- Where it meets the [copyright exception for quotation, criticism and review](#)
 - Where it has been released under a Creative Commons license
 - Where the Candidate has been given permission by the copyright holder
- 7.2.8 Where a Candidate's use of third-party copyrighted material does not meet any of the above, Candidates are required to deposit 2 digital copies of their final thesis
- 1 digital copy with the copyrighted material included (this will be archived and not made available)
 - 1 digital copy with copyrighted material removed (this will be made available via Goldsmiths Research Online after any agreed embargo periods).
- 7.2.9 Candidates with questions or queries relating to third-party copyrighted materials (in particular, candidates for the PhD by Publication, whose previous publications may be subject to copyright restrictions) should contact GRO via email on gro@gold.ac.uk in advance of organising their final thesis deposition.

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7.3 Awarding process and Confirmation of Awards

- 7.3.1 Research Degrees confers awards to Candidates on the final day of the month in which the Candidate has completed their thesis deposit (hereafter 'award date').
- 7.3.2 Candidates who are listed as 'debtors' to the College on the Student Record System cannot be awarded their degree. In such a case, Research Degrees will notify the Candidate via email and request that they liaise with the Credit Control team to clear their debt. Once the debtor flag has been lifted by Credit Control, Research Degrees can proceed with awarding the candidate in the following awarding round.
- 7.3.3 Research Degrees notifies the following parties of the awards conferred on a monthly basis:
- Enrolment and Records
 - Assessments
 - Graduation
 - Immigration Advisory Service
- 7.3.4 The Assessments team records award dates on the Student Records System and produces a 'pass list' for the University of London's Diploma Production Office.
- 7.3.5 Research Degrees sends the Candidate a Confirmation of Award letter via post (to the Home address listed on MyGoldsmiths) and via email. Candidates are encouraged to use this letter as evidence of their award until such time as they receive their official degree certificate.
- 7.3.6 While Research Degrees cannot produce traditional 'transcripts', Candidates requiring a detailed or tailored Confirmation of Award letter (e.g. for job applications, or for formal recognition of their award in another country) should email research-degrees@gold.ac.uk to discuss their requirements.
- 7.3.7 In accordance with the College's standard retention policy, Research Degrees retains documentation pertaining to the examination after the award has been conferred (e.g. Examiners reports and Award letters).

7.4 Degree Certificates

- 7.4.1 Degree certificates are administered by the University of London's Diploma Production Office, rather than Goldsmiths.

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- 7.4.2 Within 3 months of the award date, the Diploma Production Office sends the Candidate their degree certificate by post to their 'Home' address as recorded on MyGoldsmiths. Please note:
- Certificates are sent by Recorded Delivery to addresses in the UK and by International Recorded Delivery to addresses overseas.
 - It is the responsibility of the Candidate to ensure that their Home address is correctly listed on MyGoldsmiths prior to their award date.

- 7.4.3 In the event that a Candidate has not received their certificate within 3 months of their award date, they should contact the Diploma Production office at the following address:

Diploma Production Office
University of London (Worldwide)
Stewart House
32 Russell Square
London
WC1B 5DN

Email: diploma.enquiries@london.ac.uk
Tel +44 (0) 207 862 8303
Fax +44 (0) 207 862 8287

- 7.4.4 Exceptions to the above apply where a Candidate is registered on a Research Degree programme validated by Goldsmiths but delivered as part of a partnership arrangement. In such a case, Research Degrees will provide confirmation to the Assessments Office that the degree certificate can be issued, and the Assessments Office will arrange for the certificate to be printed and posted.

7.5 Graduation Ceremonies

- 7.5.1 Once a candidate has been awarded, they become eligible to attend a Graduation ceremony.
- 7.5.2 Graduation ceremonies are typically held twice a year at Goldsmiths; Candidates' eligibility to attend a specific ceremony depends on their award date.
- 7.5.3 The Graduation team contacts Candidates with invitations to Graduation via email in the months preceding the ceremony.
- 7.5.4 For more information, including [upcoming ceremony dates, and award date cut-offs](#), or email graduation@gold.ac.uk

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7.5.5 Exceptions to the above apply where a Candidate is registered on a Research Degree programme validated by Goldsmiths but delivered as part of a partnership arrangement. In such a case, the Candidate may be eligible to attend a Graduation ceremony at the partner institution.

8. Appeals

8.1.1 Appeals against the formal results of examinations and assessments may be made on the following grounds:

- Performance in the examination was adversely impacted by extenuating circumstances which could not be disclosed to the examiners at the time of the examination (or within 7 days of the examination)
- Demonstrable evidence of prejudice or of bias on the part of one or more of the examiners, such that the validity of the examination is called into question
- Procedural or administrative irregularity in the way the examination or assessment was conducted.

8.1.2 Appeals should not be submitted before the Candidate has received formal notification of the outcome of the examination via Research Degrees. Any appeal must then be submitted within 21 days of the date of that formal notification.

8.1.3 Appeals should be made in writing to appeals@gold.ac.uk in the first instance.

8.1.4 [Further information on the process for Academic Appeals.](#)

Document history

Version	Date	Details	Author	Approved
1.0	02/10/2020		Marie-Alix Thouaille	Approved