

## **Guidelines for the Research Degree Examinations Process**

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### **1. Examination Entry and Nomination of Examiners**

- 1.1 The candidate completes the first sections *Examination Entry form* and passes to the supervisor to complete the viva details. The form is submitted to the Research Degrees section, Graduate School (room 117, Whitehead Building). The form needs to be submitted at least 1 month before the submission of a thesis [but will then be valid for 18 months]. The following checks will be made; confirmation of upgrade for PhD entry, the minimum registration requirements have been met; tuition fees are up to date and no other debts to the college have been accrued; the candidate is fully registered.
- 1.2 The supervisor completes the *Appointment of Examiners form*. Before completing this form the supervisor should ascertain that the examiners are willing and able to act at the time when the thesis will be submitted. The supervisor is responsible for nominating the examiners who meet the criteria for appointment. The form should be returned to the Research Degrees section. The viva should not be arranged prior to formal approval of the examiners, but any provisional date should allow no less than 2 months for the appointment of examiners forms to be processed.
- 1.3 The Research Degrees section will obtain approval of the examiner nominations from the Dean of the Graduate School. If there is a query relating to the criteria for appointment, Research Degrees will confer directly with the supervisor.
- 1.4 Once the examiners have been approved, the Research Degrees section must seek formal acceptance from the examiners. Following this, they will notify the supervisor (or person arranging the viva) to proceed with the viva arrangements.
- 1.5 Lists of selected examiners will be compiled and sent to Academic Board

## 2. Thesis Submission

- 2.1 The candidate submits two soft bound copies of the thesis, and one electronic copy, to the Research Degrees section, Graduate School (room 117, Whitehead Building) with the *Research Degree Submission Forms*. The binding should follow the guidelines as set out in the submission, formatting and binding notes. The thesis should be submitted at least one month before the date of the viva: failure to do so will result in the examination being delayed.
- 2.2 The Research Degrees section will dispatch the thesis copies to the examiners. Under no circumstances should the candidate or the supervisor send a thesis directly to an examiner. The Research Degrees section will email both the candidate and supervisor to confirm the dispatch of the copies.
- 2.3 The supervisor will confirm the arrangements and date of the viva with the Research Degrees section
- 2.4 The examiners will write an independent preliminary report on the thesis before the viva (see guidance notes and checklist for examiners). The examiners will exchange preliminary reports before the oral examination.
- 2.5 Candidates who have a disability that requires additional reasonable adjustments to the examination arrangements can refer to the guidance notes <http://www.goldsmiths.ac.uk/registry/exams.php#concessions>  
The assessment would be via submission of a form to the disability team.

## 3. Viva

- 3.1 A viva must be held, any examination by telephone or video conferencing is not normally permitted (see guidance notes and checklist for examiners)
- 3.2 Following the examination the examiners will indicate the result on the *Examination Outcome Form* and also complete a joint report.

## 4. Outcome of the Examination

- 4.1 The examiners will submit the *Examination Outcome Form*, the preliminary report and the joint reports to the Research Degrees section. The examiners may also return their copies of the thesis

(unless returned to the candidate for amendment at the oral examination). The documentation should be sent to the Research Degrees section no later than 2 weeks after the date of the oral examination.

4.2 The Research Degrees section will write to the candidate informing them of the outcome of the viva and with instructions about any further action required. A copy of the joint examiners report will also be included.

4.3 The expenses claim form for examiners will be processed.

## **5. Final Thesis Submission**

5.1 The candidate submits one hard bound copy to and one electronic copy to the Research Degrees section, Graduate School (room 117, Whitehead Building); The format and binding will be required to comply with the instructions set out in the *submission, formatting and binding notes*. Both copies will be forwarded to the library. Candidates will not receive the award until both copies have been received.

5.2 The Research Degrees section writes to the candidate to confirm the date of the award (copies of the result letters will be forwarded to the relevant academic department).

5.3 The Research Degrees section records the award date on the SRS (student records system) and will request a pass list be produced to send to the Diploma Production Office at Senate House. Copies of the examiners reports will be sent to the Graduate School.

5.4 The candidate details will be sent to the Graduation team to include for the next presentation ceremony.

## **6. Completion of Corrections and Amendments**

6.1 In the case of a recommendation of pass subject to minor amendments, the examiner will indicate on the *Examination Outcome Form* whether the list of amendments was issued to the candidate at the viva, or if it has been submitted to the Research Degrees section to be sent to the candidate. The Examiner will also indicate who the candidate should submit the corrections to (this could be either one of the examiners or the Research Degrees section). The candidate will have 3 months to complete these and will be able to submit them electronically. These details will be confirmed to the candidate in writing.

6.2 The Research Degrees section will confirm that the amendments have been completed satisfactorily. The final copies will then be requested from the candidate

6.3 Any request to extend the 3 months to submit corrections must be made in writing to the Research Degrees section. This will also require the support of the Academic Department and the agreement of the Examiners (which will be sought, following a request, by the Research Degrees unit). Where a candidate fails to resubmit in 3 months without an agreed extension their registration will be terminated.

## 7. Re-Entry following a Referral

7.1 In the case of the thesis not satisfying requirements in its current form the candidate may be asked to resubmit within either 12 or 18 months for a PhD and 12 months for an MPhil. The examiner will also indicate if another viva will be required. Notification will be sent to the candidate via the result letter and joint report, the candidate will also be required to pay an examination re-entry fee (please check the latest fee schedules <http://www.gold.ac.uk/student-services/tuition-fees>)

7.2 When the candidate is ready to resubmit they will complete the *Research Degree Examination Re-Entry Form* **one month before re-submission**, passed to supervisor, which is then submitted to the Research Degrees section

7.3 The Research Degrees section will contact the examiners to confirm that they are still willing to act as examiners for the re-entered thesis

7.4 The candidate will submit two soft bound or one hard and one soft bound copies of the thesis with a new set of *Submission of Thesis forms*

7.5 The Research Degrees section will send the thesis copies to the examiners. The candidate or the supervisor should not send the thesis directly to the examiner, unless this has been agreed with The Research Degrees section

7.6 The examiners write independent preliminary reports. Where a second viva is recommended the supervisor will be asked to make the necessary arrangements

7.7 The examiners complete the outcome of examination form and a joint report. The Research Degrees section will then proceed with standard procedures for the award (see 13- 19)

7.8 The candidate must submit any request for an extension to the 12 or 18 month deadline in writing to the Research Degrees section, any extension will require the support of the Academic Department and the agreement of the examiners, which will be sought by the Research Degrees section.

Where a candidate fails to submit in the required timeframe and does not have an agreed extension their registration will be terminated.

## **8. Appeals**

8.1 Appeals will be made through the Graduate School. Further information to be provided. Contact the Graduate School for clarification.

[graduateschool@gold.ac.uk](mailto:graduateschool@gold.ac.uk), T 020 7919 7774