**Entry form for Masters by Research examination**

**Parts A and B of the form must be completed by the candidate. Part C must be completed by the lead supervisor and approved by the Department PGR Lead (except for Business and Management) and the School Director of PGR Education.**

You should return this form, when completed, to the Doctoral School ([doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk)) at least 2 months before submission of the dissertation.

**Part A: Details of the candidate and the examination**

**Personal details**

**First name:** Click here to enter text. **Family name:** Click here to enter text.

**Title:** Click here to enter text. **Date of birth:** Click here to enter text.

**Student number:** Click here to enter text. **Phone number:** Click here to enter text.

**Email address:** Click here to enter text.

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 Royal Holloway email address. If you do not use your Royal Holloway email account regularly, it is our responsibility to arrange for messages to be forwarded automatically to your preferred account.

**Dissertation submission and examination details**

**Dissertation title:** Click here to enter text.

All components of the dissertation must be submitted for examination in a final form in accordance with the rules and regulations for the assessment of Research Degrees. Details of the submission and the required format of the dissertation can be found [here](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/pdf/mbyr/format-of-the-dissertation.pdf).

Your dissertation must be submitted within the maximum period of registration for your degree (see section 2, paragraph 4a and b of the [Research Degree Regulations](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx)). Failure to do so will normally lead to the failure of your degree.

**Languages, Literature and Cultures student only:**

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| --- | --- |
| The written part of the dissertation shall be in English. If you have undertaken research in the field of **Languages, Literature and Culture** however, you may apply for permission to write the dissertation in the language of study. If you wish to submit such an application, or have done so previously, please tick. |  |

**Alternative format:**

|  |  |
| --- | --- |
| If you wish to present your dissertation in a format other than a monograph, for example as papers (including chapters, journal or conference proceedings), please tick here: |  |

The dissertation must include the following:

* Either a short introduction which provides the context for the research, the rational for the investigation and strategy employed during the research at the start of the dissertation, together with a critical evaluation of the work presented in the dissertation located at the end of the dissertation.
* 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 dissertation content derived from those methods.
* A summary and conclusion which draws together, with the critical evaluation, the various outcomes of the work into a coherent synthesis and indicates directions of the work into a coherent synthesis and indicates directions for future work.

By signing this form, you are confirming that your supervisor approves your request to submit the dissertation in an alternative format and that you have read the guidance on the requirements of an alternative format research degree dissertation ([Research Degree Regulations](https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx), section 13, paragraph 16b).

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| If you wish to present your dissertation in a format other than as set out in the [Guidance on the Format of the Masters by Research dissertation](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/pdf/mbyr/format-of-the-dissertation.pdf), e.g. present the dissertation in A3 format, please tick here: |  |

You will need to email [doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk) to demonstrate the need for this alternative format. This request will be sent to the Senior Vice-Principal (Research and Innovation) on behalf of the Research Degrees Programmes Committee.

**Electronic copy of the dissertation:**

Masters by Research candidates must submit the following by their submission deadline:

* One electronic version of the dissertation to [doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk) to be made available to your examiners. Please refer to the [Guidance on the Format of the Masters by Research dissertation](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/pdf/mbyr/format-of-the-dissertation.pdf) for further details.
* If either of your examiners specifically request a hard copy of your dissertation, you will be required to provide this. The Doctoral School will inform you if this is required.

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| --- | --- |
| If you believe it is not appropriate for you to submit an electronic copy for reasons of confidentiality, commercial sensitivity or patents, a formal request must be submitted in writing by you and your supervisor(s) to [doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk). If you wish to make such a request, please tick here. |  |

**Please note:** a random sample of postgraduate research dissertations and theses will be submitted to Turnitin by the Doctoral School in order to check for originality.

**Exam access arrangements:**

|  |  |
| --- | --- |
| If you have a possible requirement for special arrangements brought about by a medical condition or special learning difficulty, please tick here: |  |

Please be aware that any allowance or special arrangement will have to be approved through the Disability and Dyslexia Services. You will need to be registered with them before any application is made. Your supervisor and examiners will be notified once approval has been obtained.

For further information, please contact Disability and Dyslexia Services:

Founder’s East – FE153, Royal Holloway, University of London, Egham, Surrey, TW20 0EX

Phone: +44 (0)1784 414621

Email: [disability-dyslexia@royalholloway.ac.uk](mailto:disability-dyslexia@royalholloway.ac.uk)

**Method of examination:**

**It is expected that an oral examination would not normally be required for a Masters by Research. However, the examiners do have the option to request this if deemed necessary.**

If it is, the viva will be recorded and an Independent Chair will also be present.

N.B.

*Recording*

* The recording will only be made during the viva between you and the examiners. No recording will be made of any discussion help 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 by the Doctoral School until the candidate is awarded 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.

**Signature of the candidate:**

**I confirm that I wish to enter for the examination of Masters by Research as specified above and I have read and agree to the rules and regulations for the assessment of Research Degrees.**

**Signature: **

**Printed name:** Click here to enter text.

**Date:** Click here to enter text.

Please note that a typed signature from the candidate **will be sufficient if the entry form is accompanied by an email from the candidate.** You can email [doctoralschool@rhul.ac.uk](mailto:doctoralschool@rhul.ac.uk) with confirmation of your wish to enter the examination.

**Part B: Description of the dissertation**

You must submit a short description of the content of your dissertation of about 300 words (one page only). The text can be the same as that of your abstract of the dissertation (submitted with the dissertation). You should type the description in the box below.

**Dissertation title:** Click here to enter text.

**Part C: Nomination of examiners**

**Name of candidate:** Click here to enter text.

**Department:** Click here to enter text.

**Name of supervisor(s):** Click here to enter text.

**Proposed Examiner 1 – External to Royal Holloway** (They must not have been a member of staff at Royal Holloway for a period of at least three years)

**Title:** Click here to enter text. **First name:** Click here to enter text. **Family name:** Click here to enter text.

**University:** Click here to enter text.

**Address:** Click here to enter text.

**Telephone:** Click here to enter text.

**Email:** Click here to enter text.

Please attach either the examiner’s CV **or** link to the examiner’s website.

*CV attached:*

*Examiner’s website:* Click here to enter text.

Reason for recommendation and expertise:

Are you aware of any professional, academic or personal connections between the candidate and/or supervisor? The nominated examiners must not have 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.

**Proposed Examiner 2 – From Royal Holloway or a college within the University of London if no suitable individual is available with Royal Holloway**

To count as a Royal Holloway member of staff they should either be a member of Royal Holloway staff at the time of nomination or will have held such a position within the last three years. Please note that the internal examiner may be the candidate’s dissertation supervisor.

**Title:** Click here to enter text. **First name:** Click here to enter text. **Family name:** Click here to enter text.

**University:** Click here to enter text.

**Address:** Click here to enter text.

**Telephone:** Click here to enter text.

**Email:** Click here to enter text.

Please attach either the examiner’s CV **or** link to the examiner’s website.

*CV attached:*

*Examiner’s website:* Click here to enter text.

Reason for recommendation and expertise:

**Signature of supervisor, Department PGR Lead and School Director of PGR Education**

*I confirm that:*

* **The candidate is eligible for entry to the examination.**
* **The dissertation title is deemed suitable by the School where the candidate is registered.**
* **If the candidate has requested to present the dissertation 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 School of the candidate’s lead supervisor.**

**Supervisor:**

*Signature:* ****

*Printed name:* Click here to enter text.

*Date:* Click here to enter text.

**Department PGR Lead:**

*Signature:* ****

*Printed name:* Click here to enter text.

*Date:* Click here to enter text.

**School Director of PGR Education:**

*Signature:* ****

*Printed name:* Click here to enter text.

*Date:* Click here to enter text.

Please note that a typed signature will be sufficient **if all parties are copied on the email received by the Doctoral School**. If you are unsure or unable to sign, please email [doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk) with your approval of the candidate’s entry to the examination.

Please return the completed form to the Doctoral School ([doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk)).