

6. Research Degree Procedures (Forms)

The procedures for research degrees are governed by information given on a number of forms, each of which relates to a different stage in the student's progression from the registration through to the final examination, as appropriate. These forms are:

- Application to Register for a Research Degree
- Application to Register for a Research Degree by Published Works
- Application for Transfer of Registration from MPhil to PhD
- Application for Change in Mode of Study
- Application for Change in Approved Arrangements for Supervision
- Application for Extension of Period of Registration
- Application for Interruption of Registration
- Application for Interruption of Enrolment in Probationary Period
- Notification of Student entering the Writing-Up Period
- Application for Extension to Deadline for Transfer from MPhil to PhD
- Notification of Withdrawal of Registration
- Application for Approval of Examiners

All forms are submitted to the Graduate School Office and will be considered by the relevant Research Degrees Committee Faculty Review Panel.

All forms must be typewritten in a font no smaller than 10 pt. Incomplete or hand-written forms will **not** be accepted. No additional papers or attachments other than, when appropriate, curriculum vitae of supervisors or examiners, can be submitted.

It is important to ensure that all forms are authorised by the student and the supervisors as appropriate. The Research Degrees Committee Faculty Review Panels will **not** consider forms which do not have the appropriate authorisation.

If the enrolment procedure has not been completed upon submission of the Application to Register for a research degree, the Graduate School Office has the authority to refuse this submission.

Procedures for the examination of students involve the completion of a number of forms, prior to and at the end of, the oral (viva voce) examination. These forms are provided by the Graduate School Office and must be returned to the Office upon completion of the examination, or, in the case of the pre-viva forms by the examiners, 5 days prior to the viva voce. These forms are:

- **PRE VIVA:** Examiners' pre-viva assessments and reports.
(Completed by each examiner prior to the viva voce)
- Examiners' Report Form for students of Research Degrees; and

- VIVA DECL: Declaration to be signed by the student.

The Graduate School Office will dispatch copies of the thesis, together with copies of the 'Guidance Notes for Examiners', to all examiners as soon as the thesis has been formally submitted by the student and examination arrangements have been approved.