**Research Degree Examination Entry form**

You should return this form when completed to the Birkbeck Graduate Research School by email, ideally **at least four months** before the submission of the thesis. See notes overleaf on completion and submission of this form.

**Incomplete forms will be returned to the student.**

**Please indicate whether entry is for:**

[ ] **MPhil Exam**  [ ] **PhD Exam** [ ] **DPsych Exam** [ ] **DOccPsy Exam**

**Please indicate the intended form of your final submission for archive (**[**subject to the relevant regulations**](http://www.bbk.ac.uk/registry/policies/regulations)**):**

[ ] **1 Hard copy, 1 Digital** [ ] **Digital Only**

Full Name as registered (please use block capitals and underline clearly the surname) (see note 1)

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Date of first registration for degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field of Study\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved thesis title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Month and year of intended submission\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address for correspondence (during the conduct of examination and notification of results (see note 2 overleaf)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Private address to which you wish your degree diploma to be sent (see note 3 overleaf)

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I agree to my supervisor being present at my oral examination if they so wish Yes[ ]  No[ ]

If you have previously been a candidate for this degree, please state when\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***For completion by the Supervisor (usually the Principal Supervisor)***

I hereby certify that the candidate named above has either already completed or is expected to complete within the next six months, a course of study in accordance with the Regulations under the supervision of the person named below. If the candidate is not able to complete, I will immediately notify the Graduate Research School. I confirm that the information given above is correct.

Name and title of supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Oral examination will be arranged by (usually principal supervisor)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Receipt of this form by the College initiates the process of appointing examiners, which can take some time. It is therefore important that it is returned in good time, so that your examination is not delayed once you have submitted your thesis.**

Notes:

1. If you are awarded the degree your degree diploma will bear your names as they appear in the College’s records on the date of award. No change can be made to your names unless a specific request is made to the Birkbeck Graduate Research School and evidence is provided of a legal change of name – this should be initiated through [My Birkbeck](https://cis.bbk.ac.uk/apex/a02u/f?p=104:101).
2. Notice of the oral examination and the letter giving your result will be sent to this address and it is essential that any change should be notified immediately to the Birkbeck Graduate Research School: research-degree-exams@bbk.ac.uk. Your address should also be updated on [My Birkbeck.](https://cis.bbk.ac.uk/apex/a02u/f?p=104:101)
3. After completion of the form it must be returned to the Birkbeck Graduate Research School.

Please check the following items are included with the form if appropriate:

* Statement concerning joint work (see note 5 below)
* Statement concerning work previously submitted for another award

The form **Declaration of Number of Words for MPhil and PhD Theses** should be returned to the Birkbeck Graduate Research School when you submit your theses.

Additionally, the **Abstract form**, which is for the Association of Special Libraries and Information Bureaux must be submitted at the same time as you submit your thesis to the Birkbeck Graduate Research School.

1. If the thesis describes conjoint work, a statement (certified by the candidate’s supervisor) must accompany this form showing clearly the candidate’s personal share in the investigation.
2. A candidate will not be permitted to submit as a thesis one which has been submitted for a degree or comparable award of this or any other university or institution. A candidate however, is not precluded from incorporating in a thesis covering a wider field, work which they have already submitted for a degree or comparable award of this or any other university or institution, provided that they attach full details to this form and also indicate in the thesis any work which has been incorporated.
3. The College will not accept any responsibility for entry forms sent otherwise than in accordance with these instructions.

**Candidates are reminded that the decision to submit a thesis in any particular form rests with them alone and that the outcome of the examination is determined by two or more examiners acting jointly.**

**Reproduction of Thesis**

A hard-copy thesis which is accepted by the College for the award of a Research Degree is placed in the Library of the College. Where a candidate submits an electronic copy, that electronic copy will be placed in the [Birkbeck Institutional Research Online (BIROn) repository](https://www.bbk.ac.uk/library/how-to-use-biron). Copyright of the thesis is retained by the author.

As you are about to submit a thesis for a Research Degree, you must sign the declaration below. This declaration is separate from any which may be made under arrangements with the College. The declaration will be destroyed if your thesis is not approved by the examiners, being either rejected or referred for revision.

Full name (Block Capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of thesis \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree for which thesis is presented\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year:­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Declaration:

1. I authorise that the thesis presented by me for examination for the MPhil/PhD Degree of the University of London will, if a degree is awarded, be deposited in the library and (where an electronic version is supplied) in BIROn repository, and that, subject to the conditions set out below, my hard copy thesis will be made available for public reference, inter-library loan and copying, and the e-copy made available on the web unless otherwise agreed in advance.
2. I authorise the appropriate College authorities to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses, as well as in the metadata of the digital copy on BIROn.
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12. I understand that in the event of my thesis not being approved by the examiners, this declaration will become void.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: the College’s regulations make provision for restriction of access to a thesis and/or the abstract but only in certain specified circumstances and for a maximum period of two years. If you wish to apply for such a restriction, please enquire with the Birkbeck Graduate Research School about the conditions and procedures.

**Regulations for the Degrees of MPhil and PhD**

I have read a copy of the relevant [Birkbeck, University of London Regulations for the Degrees of MPhil and PhD](http://www.bbk.ac.uk/registry/policies/regulations) (if you are unsure which regulations apply to your study, please check with the Graduate Research School)

Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please print your name)

School/Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please now return the completed form to: research-degree-exams@bbk.ac.uk