

## 7. 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:

RDC : R	Application to Register for a Research Degree
RDC : PW	Application to Register for a Research Degree by Published Works
RDC : T	Application for Transfer of Registration from MPhil to PhD (Nomination of Internal Assessors)
RDC : M	Application for Change in Mode of Study
RDC : S	Application for Change in Approved Arrangements for Supervision
RDC : EXT	Application for Extension of Period of Registration
RDC : INT	Application for Interruption of Registration
RDC : INT 1	Application for Interruption of Enrolment in Probationary Period
RDC : SIX	Notification of Student entering the Writing-Up Period
RDC: Tr EXT	Application for Extension to Deadline for Transfer from MPhil to PhD
RDC : W	Notification of Withdrawal of Registration
RDC : E	Application for Approval of Examiners

All forms are submitted to the Higher Degrees Committee Sub-Committee except for the 'Application for Approval of Examiners' and 'Application for Extension of Period of Registration' which are submitted to the Higher Degrees Committee, for consideration and approval. Great care must be taken in the completion of the forms.

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 signed by the student and the supervisors as appropriate. The Higher Degrees Committee Sub-Committees will **not** consider forms which do not have the appropriate signatures.

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.

All forms, in the first instance, must be submitted to the appropriate Faculty Assessor. (A list of Faculty Assessors is obtainable from the Graduate School Office).

All forms must be submitted in accordance with published deadlines. These dates are available from your Faculty Assessor and by email ([researchstudents@dmu.ac.uk](mailto:researchstudents@dmu.ac.uk)).

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.