|  |  |
| --- | --- |
| **Research & Enterprise Training Institute (RETI)****Research Degrees Administration****Form RDA6a and b –Approval of Examination Arrangements and Thesis Submission Form** | **Item No:*****For RETI use only*** |
| **(This form should be word-processed)** |
| **RDA6a – Approval of Examination Arrangements****(to be completed by the supervisors)** |
| **Note: Following approval of the arrangements for the examination set out in the following section, liaison with all parties and identification of a suitable date for the oral examination will be managed by the Research & Enterprise Training Institute** |
| **Are these arrangements for a posthumous/Aegrotat award** *(if no, leave blank)* |  |
| **1. Degree to be examined:** *(indicate, as appropriate)* |
| Masters by Research (MRes) |  |
| Master of Philosophy (MPhil) |  |
| Doctor of Philosophy (PhD) |  |
| Doctorate by Published Work (PhD) |  |
| Professional Doctorate (EdD) |  |
| Higher Doctorate (please contact RETI for supplementary form) |  |
| **Does this represent?** *(indicate, as appropriate)* | First submission |  | Resubmission |  |
| **2. Student Details** |
| First Name |  |
| Family Name |  |
| Banner number |  |
| Faculty |  |
| School |  |
| Mode of study(indicate, as appropriate) | Full-time |  | Part-time |  |
| Initial registration date on programme (to align with date held by UoG in Banner) |  |
| Name of collaborating organisation(s) (if applicable) |  |

|  |
| --- |
| **3. Thesis** |
| Final thesis title |  |
| Will any additional materials be submitted with the thesis, e.g. video recording, photographic record, musical score? | YES\* |  | NO |  |
| \*If yes, please state below |
|  |
| Does the thesis submission follow the Doctorate by Publication format outlined in Section E3 of the Academic Regulations for Postgraduate Research Awards? | YES |  | NO |  |
| **4. Supervisor Details** |
| First Supervisor |  |
| Second Supervisor |  |
| Third Supervisor *(if applicable)* |  |
| **5. Proposed Examination Arrangements**(Refer to the Academic Regulations for Postgraduate Research Awards for information on constitution of examination panels) |
| **5.1 Method of Examination** |
| 1. Face-to-face (held on a university campus with all parties present) |  |
| 2. Online (held on MS Teams) |  |
| 3. Blended (held on a university campus with a member/members of the examination panel attending online via MS Teams)  |  |
| Where option 3 has been selected, please state which member/members will attend online |
|  |
| **5.2 Additional Examination Arrangements** |
| If the student’s thesis submission includes an aspect of creative work, e.g. video recording, photographic record, musical score, are additional examination arrangements required in addition to the conventional oral examination? | YES\* |  | NO |  |
| \*If yes, please state below |
| (e.g. a gallery presentation, performance piece) |
| **5.3 Proposed Examination Team** |
| **External Examiner Details**(Attach a short CV with a list of most recent publications – two pages maximum) |
| Title/Full Name (including qualification(s)) |  |
| Organisation |  |
| Post held |  |
| Business Address (not home) |  |
| Email Address |  |
| Area(s) of research expertise |  |
| Any previous involvement with the University of Greenwich and, if so, in what capacity (including date(s))? | YES |  | NO |  |
|  |
| Number of times previously acted as an examiner for a Research Degree | MRes |  | MPhil |  | Doctoral |  |
| **Internal Examiner Details***(Notes: (i) an Internal Examiner must not be a member of the student’s supervisory team, (ii) if an Internal Examiner is new to such duties append a short CV, including a list of most recent publications – two pages maximum)* |
| Title/Full name (including qualification(s)) |  |
| Faculty |  |
| School |  |
| Area(s) of research expertise |  |
| Any previous involvement with the student and, if so, in what capacity (including date(s))? | YES |  | NO |  |
|  |
| Number of times previously acted as examiner for a Research Degree | MRes |  | MPhil |  | Doctoral |  |

|  |
| --- |
| **Second External Examiner Details**(Attach a short CV with a list of most recent publications – two pages maximum)*(Note: a second External Examiner is required where a student is a member of university staff – in such cases there will no Internal Examiner)*  |
| Full Title/Name (including qualification(s)) |  |
| Business address (not home) |  |
| Post held |  |
| Email address |  |
| Area(s) of research expertise |  |
| Any previous involvement with the student/ University of Greenwich and, if so, in what capacity (including date(s))? | YES |  | NO |  |
|  |
| Number of times previously acted as an examiner for a Research Degree | MRes |  | MPhil |  | Doctoral |  |
| **Independent Chair Details***(Note: The proposed Chair will not have acted as an Assessor at the student’s transfer examination)* |
| Title/Full Name |  |
| Faculty |  |
| School |  |
| Number of times previously acted as an Internal and External Examiner for a Research Degree  | MRes |  | MPhil |  | Doctoral |  |

|  |
| --- |
| **6. Confidentiality and restricted access to thesis**(Refer to Appendix 3 of the Academic Regulations for Postgraduate Research Awards) |
| **Notes:**1. As a matter of course, approved theses will be withheld from being placed on unrestricted access in the Greenwich Academic Literature Archive (GALA) for a period of 12 months from the date the Faculty Research Degrees Committee (FRDC) supports the recommendation of the examiners, so as to facilitate authors to openly publish material contained within their thesis and/or to protect research leads emanating from work reported in their thesis. In cases where there is a compelling reason for extending this period by a further 12 months, this is permissible by the student/supervisor by making a case, with detailed reasons, to the Faculty Research Degrees Committee before the expiry of the initial 12-month period. Only one such extension will be permitted.
2. Should the reason for wishing to restrict open access to the thesis in GALA relate to securing and protecting Intellectual Property (IP) concerning work reported in the thesis, supervisors are required to indicate this below. If approved by the FRDC, this will result in the thesis being withheld from being placed on unrestricted access in GALA for a period of 24 months from the date the FRDC supports the recommendation of the examiners. The specific nature or type of IP protection being sought should also be stated together with an indication of whether the Faculty Director of Research has already been consulted on, or is engaged in pursuing this matter with the university’s Head of Commercial Services.
3. It is important to note that seeking to restrict the thesis from open access in GALA for the purpose of securing and protecting IP cannot take place retrospectively once the approved external examiner(s) has/have received a student’s thesis for consideration.
4. Whilst the thesis is being withheld from being placed on open access in GALA, it should be noted that, during this time, the university has an obligation to make the thesis title page and abstract available to the British Library for inclusion in EThOS (e-thesis online service). Therefore, the university will place these on open access in GALA, until expiry of the period where the whole thesis has been placed on restricted access.
 |
| Student/Supervisor wishes to request that the thesis is withheld from being placed on unrestricted access in GALA for a period of 24 months after the date of recommendation of award by FRDC, for the purpose of protecting IP  | YES |  | NO |  |
| Nature/type of IP protection being sought |
|  |
| Has the Associate Dean, Research & Knowledge Exchange been consulted in this matter? | YES |  | NO |  |
| Or: |
| Is the Associate Dean, Research & Knowledge Exchange already engaged in pursuing the protection of IP? | YES |  | NO |  |
| Has any work previously been published or presented at external conferences, symposia, workshops etc? | YES |  | NO |  |
| If yes, provide below full academic references of any publications or presentations that have arisen out of the research work that has led to the thesis submitted for examination |
|  |
| **7. Signatures** |
| First Supervisor | Name: | Date |  |
| Signature: |
| Second Supervisor | Name: | Date |  |
| Signature: |
| Third Supervisor*(if applicable)* | Name: | Date |  |
| Signature: |
| Head of School/FRDC approved signatory | Name: | Date |  |
| Signature: |

|  |
| --- |
| **RDA6b – Thesis Submission Form** **(to be completed by the student)** |
| **1. Student submission and declaration**  |
| Final thesis title *(Note: this is the title that will appear on your thesis submitted for examination and your final certificate)* |  |
| I am submitting an electronic copy of my thesis (in pdf format) for examination in partial fulfilment of the requirements of the University of Greenwich for the award indicated in the RDA6a | YES |  | NO |  |
| I confirm that the submitted copies of the thesis has been prepared in accordance with the requirements of the university, as set out in the Research Students’ and Supervisors’ Handbook | YES |  | NO |  |
| I declare that the submitted thesis and the work contained therein complies with the requirements set out by the university and the University Research Ethics Committee, if applicable | YES |  | NO |  | N/A |  |
| Do you have a Greenwich Inclusion Plan from the Student Wellbeing Service?  | YES\* |  | NO |  |
| *\*RETI will be required to inform the examination panel of the reasonable adjustments stipulated in your inclusion plan.* |
| Is there anything you would like to bring to RETI’s attention in relation to your oral examination? (e.g. health, COVID impact, availability restrictions) | YES\* |  | NO |  |
| *\*Please state below:* |
|  |
| *Please note that reasonable adjustments for a disability, mental health condition, long term illness or specific learning difficulty disclosed above can only be made where RETI is in receipt of a Greenwich Inclusion Plan from you. If you do not have a copy of your Greenwich Inclusion Plan then please contact Student Wellbeing Service on* *wellbeing@gre.ac.uk* *to request a copy.* |
| **2. General declaration – to be used where the University of Greenwich is the sole awarding body** |
| I certify that the work contained in this thesis, or any part of it, has not been accepted in substance for any previous degree awarded to me or any other person, and it not concurrently being submitted for any other degree other than that stated above which has been studied at the University of Greenwich | YES |  | NO |  |
| I also declare that the work contained in this thesis is the result of my own investigations, except where otherwise identified and acknowledged by references. I further declare that no aspects of the contents of this thesis are the outcome of any form of research misconduct | YES |  | NO |  |

|  |
| --- |
| **3. This declaration must be used in cases where the research reported in the thesis has, from the outset, been undertaken under the auspices of a formal agreement between the University of Greenwich and another formally approved higher education institution specifically for the purpose of awarding dual degrees from both institutions, i.e. a degree from each institution** |
| **Name of other approved higher education institution** |  |
| I certify that the work contained in this thesis, or any part of it, has not been accepted in substance for any previous degree awarded to me or any other person, and is not concurrently being submitted for any other degree other than that stated above which has been studied at the University of Greenwich and the approved institution above for the specific purpose of awarding dual degrees from both institutions | YES |  | NO |  | N/A |  |
| I also declare that the work contained in this thesis is the result my own investigations, except where otherwise identified and acknowledged by references. I further declare that no aspects of the contents of this thesis are the outcome of any form of research misconduct | YES |  | NO |  | N/A |  |
| **4. Skills Development**  |
| **MPhil, PhD, PhD Direct and EdD Students**Provide dates of engagement for each of the elements of Postgraduate Researcher Development Programme (PGRDP) below that require formal completion prior to the FRDC considering your application to establish the arrangements for your final examination. **Note: this form will not be forwarded for approval by FRDC if all mandatory training has not been successfully completed (RETI will check information provided upon receipt of the RDA6a/b form from the Faculty).****Complete section A, B or C, D or E as appropriate (based on your programme and commencement date)** |
| **Section A – MPhil** |
| **To be completed by MPhil students (full-time and part-time) who registered with the university between 1 August 2014 and 31 July 2019**  |
| **Course Title** | **Date of completion** | **Date of approved exemption** |
| PGRDP Strand 1Introduction to Research Skills (taught sessions) |  |  |
| PGRDP Strand 1Part 1 and Part 2 - Research Skills Master Programme (Epigeum mandatory courses or equivalent) |  |  |
| PGRDP Strand 2 Teaching Skills (taught sessions) |  |  |
| PGRDP Strand 3Information Compliance for Researchers (online) |  |  |
| PGRDP Strand 3Preparing for your Final Examination (taught sessions) |  | n/a |
| **To be completed by MPhil students (full-time and part-time) who registered with the university from 1 August 2019 to 31 July 2023** |
| **Course Title** | **Date of completion** | **Date of approved exemption** |
| PGRDP Strand 1Introduction to Research Skills (taught sessions) |  |  |
| PGRDP Strand 1 Information Compliance for Researchers (online)Information Security Awareness  |  |  |
| PGRDP Strand 1 Information Compliance for Researchers (online)Data Protection |  |  |
| PGRDP Strand 2Teaching Skills (taught sessions) |  |  |
| PGRDP Strand 3Preparing for your Final Examination (taught sessions) |  | n/a |
| **To be completed by MPhil students (full-time and part-time) who registered with the university from 1 August 2023** |
| **Course Title** | **Date of completion** | **Date of approved exemption** |
| PGRDP Strand 1Introduction to Research Skills (taught sessions) |  |  |
| PGRDP Strand 2Teaching Skills (taught sessions) |  |  |
| PGRDP Strand 3Preparing for your Final Examination (taught sessions) |  | n/a |
| **Section B – PhD students (via MPhil/PhD)**  |
| **To be completed by PhD students via MPhil/PhD (full-time and part-time) who registered with the university between 1 August 2009 and 31 July 2019**  |
| **Course Title** | **Date of completion** | **Date of approved exemption** |
| PGRDP Strand 1Part 2 - Research Skills Master Programme (Epigeum mandatory courses or equivalent) |  |  |
| PGRDP Strand 3Information Compliance for Researchers (online) |  |  |
| PGRDP Strand 3Preparing for your Final Examination (taught sessions) |  | n/a |

|  |
| --- |
| **To be completed by PhD students via MPhil/PhD (full-time and part-time) who registered with the university from 1 August 2019 to 31 July 2023** |
| **Course Title** | **Date of completion** |
| PGRDP Strand 1Information Compliance for Researchers (online) |  |
| PGRDP Strand 3Preparing for your Final Examination (taught sessions) |  |
| **To be completed by PhD students via MPhil/PhD (full-time and part-time) who registered with the university from 1 August 2023** |
| **Course Title** | **Date of completion** |
| PGRDP Strand 3Preparing for your Final Examination (taught sessions) |  |
| **Section C – PhD Direct**  |
| **To be completed by PhD Direct students (full-time and part-time) who registered with the university from 1 August 2018 to 31 July 2023** |
| **Course Title** | **Date of completion** | **Date of approved exemption** |
| PGRDP Strand 1Introduction to Research Skills (taught sessions) |  |  |
| PGRDP Strand 1 - onlineResearch Skills Master Programme (Epigeum mandatory courses or equivalent) |  |  |
| PGRDP Strand 2Teaching Skills (taught sessions) |  |  |
| PGRDP Strand 3Preparing for your Final Examination (taught sessions) |  | n/a |
| **To be completed by PhD Direct students (full-time and part-time) who registered with the university from 1 August 2023** |
| **Course Title** | **Date of completion** | **Date of approved exemption** |
| PGRDP Strand 1Introduction to Research Skills (taught sessions) |  |  |
| PGRDP Strand 2Teaching Skills (taught sessions) |  |  |
| PGRDP Strand 3Preparing for your Final Examination (taught sessions) |  | n/a |
| **Section D – PhD by Published Work** |
| **To be completed by PhD by Published Work students who registered with the university from 1 August 2021** |
| **Course Title** | **Date of completion** |
| PGRDP Strand 3Preparing for your Final Examination (taught sessions) |  |

|  |
| --- |
| **Section E - EdD** |
| **To be completed by EdD Students (full-time and part-time) who registered with the university from 1 August 2012 to 31 July 2019** |
| **Course Title** | **Date of completion** | **Date of approved exemption** |
| PGRDP Strand 1 - onlineResearch Skills Master Programme (Epigeum mandatory courses or equivalent) |  |  |
| PGRDP Strand 2Teaching Skills (taught sessions) |  |  |
| PGRDP Strand 3Information Compliance for Researchers (online) *(Note: not applicable for student registering with the university between 1 August 2018 to 31 July 2019)* |  |  |
| PGRDP Strand 3Preparing for your Final Examination (taught sessions) |  | n/a |
| **To be completed by EdD Students (full-time and part-time) who registered with the university from 1 August 2019 to 31 July 2023** |
| **Course Title** | **Date of completion** | **Date of approved exemption** |
| PGRDP Strand 1 Information Compliance for Researchers (online)Information Security Awareness  |  |  |
| PGRDP Strand 1 Information Compliance for Researchers (online)Data Protection |  |  |
| PGRDP Strand 2Teaching Skills (taught sessions) |  |  |
| PGRDP Strand 3Preparing for your Final Examination (taught sessions) |  | n/a |
| **To be completed by EdD Students (full-time and part-time) who registered with the university from 1 August 2023** |
| **Course Title** | **Date of completion** | **Date of approved exemption** |
| PGRDP Strand 2Teaching Skills (taught sessions) |  |  |
| PGRDP Strand 3Preparing for your Final Examination (taught sessions) |  | n/a |
| **5. MPhil/PhD/EdD students**  |
| I confirm that I have completed all supplementary studies/coursework as required by my Supervisors/Faculty/Faculty Research Degrees Committee *(e.g. Research Methods courses, etc.)* | YES |  | NO |  | N/A |  |
| I confirm I have read the Academic Regulations for Postgraduate Research Awards and the Postgraduate Research Students’ and Supervisors’ Handbook and understand them in connection with the examination process | YES |  | NO |  |
| I confirm I am registered with the university for the current academic session | YES |  | NO |  |
| Student | Name:  | Date |  |
| Signature: |
| **Note: On completion, this form and all associated material should be submitted to the Research & Enterprise Training Institute (RETI)** |

|  |
| --- |
| **To be completed by Research & Enterprise Training Institute (RETI)** |
| **Confirmation of receipt of RDA6a/b form, student’s thesis, and Research Student Logbook and Professional Development Portfolio (if applicable) by the Research & Enterprise Training Institute (RETI)** |
| Form RDA6a/b | YES |  | NO |  |
| Electronic copy of the thesis with signed declaration page  | YES |  | NO |  |
| Evidence that all mandatory modules of the Postgraduate Researchers Development Programme have been successfully completed *(as applicable)* | YES |  | NO |  |
| The student has indicated there are circumstances which have impacted on their programme of study that they wish to be brought to the attention of the examiners | YES |  | NO |  |
| The student has indicated there are matters they would like RETI to take into account when making the arrangements for the oral examination | YES |  | NO |  |
| **Students who registered with the university before July 2021** |
| Research Student Logbook and Professional Development Portfolio | YES |  | NO |  |
| **Students who registered with the university from 1 August 2021** |
| Log of supervisory meetings and training and development activities in Pulse | YES |  | NO |  |
| RETI Officer | Name: | Date |  |

**Data Protection Statement**

The Research & Enterprise Training Institute (RETI) and the Faculty Research Degrees Committee (FRDC) have responsibility within the university for ensuring academic standards are maintained in accordance with the Academic Regulations for Postgraduate Research Awards, approving examination arrangements and for ratifying postgraduate research awards. The processing of these forms and the information contained within them by RETI and FRDC is, therefore, a core task of the university and by collecting and processing all the information you are providing on this form, the university is able to ensure compliance with academic standards in relation to examinations.

This form and all the information provided by you will not be shared with anybody or any organisation external to the university without the consent of the individual(s) named within the form and only where it is deemed in the interests of the individual(s) to do so (e.g. in support of an OIA complaint/appeal). This form and all the information provided by you will be shared internally with RETI and Faculty administrative staff who are responsible for the administration of postgraduate research degree examinations, FRDC members who are responsible for monitoring examination standards and ratifying research degree awards and any member of staff involved in an academic appeal or complaint that may arise to enable them to carry out their duties, as outlined above, on behalf of the university. Once the examination process has been completed and a decision ratified by FRDC, this form and the information contained within will also be shared with the student.

An electronic copy of this form will be held securely by RETI in accordance with the GRE Retention Schedule, after which it will be confidentially destroyed.

If you have any queries in relation to this form, please contact the Training and Research Programmes Officer for your Faculty using the appropriate email address below:

Greenwich Business School – reti-pgrbus@gre.ac.uk

Faculty of Education, Health and Human Sciences – reti-pgreh@gre.ac.uk

Faculty of Engineering and Science – reti-pgres@gre.ac.uk

Faculty of Liberal Arts and Sciences – reti-pgrlas@gre.ac.uk