*Please read the notes on the final page of this document and complete all sections of this form in typescript. Incomplete forms will be returned. The completed and signed form should be returned to the Graduate School (Registry) at least four months (and ideally six months) before the planned submission of the thesis.*

**Section A: to be completed by the candidate**

First name Click here to enter text.

Last name Click here to enter text.

Institute/Faculty Click here to enter text.

Degree for which entered Choose an item.

Title of thesis Click here to enter text.

Intended date of submission Click here to enter a date.

**Contact address**

Address line 1 Click here to enter text.

Address line 2 Click here to enter text.

City Click here to enter text.

Postcode Click here to enter text.

Phone number Click here to enter text.

Student email address Click here to enter text.

Personal email address Click here to enter text.

*While you are a student, all email correspondence will be sent to your student email address* ***only****. We will use your personal email to contact you regarding matters such as graduation once you have completed your qualification with us.*

**Address to which certificate should be sent (may be different to contact address)**

Address line 1 Click here to enter text.

Address line 2 Click here to enter text.

City Click here to enter text.

Postcode Click here to enter text.

**Degree Certificate Awarding Body**

Date of registration for degree Click here to enter a date.

For students who registered before 01 September 2012 ONLY:

Choose an item.

*All students who registered after 01 September 2012 will receive their degree award from St George’s Hospital Medical School, a constituent College of the University of London. If you registered before 01 September 2012 and you do not complete this section, your degree award will automatically be the University of London.*

**Method of Examination**

Your *viva* will be conducted in the presence of an Independent Chair; the Independent Chair will be a member of SGUL academic staff (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.

The Lead Supervisor is normally invited to attend the oral examination as an observer. The Supervisor does not have the right to participate in the examination but may contribute if invited to do so by the examiners. If you **do not** want your supervisor to be present at the examination:   
Please tick here:

I understand that, having entered the examination after 1st October 2013, I will be examined under the revised SGUL examination procedures set out in the SGUL Research Degree Regulations (available from the Research Degrees section on the SGUL portal) which I have read and understood. I understand that the examination will be chaired by an independent member of SGUL staff.

Candidate signature



Click here to enter a date.

**Section B: to be completed by the Supervisor**

I agree that this student’s thesis will be ready to be submitted by the date listed in section A.

Supervisor signature



Full name including title Click here to enter text.

Click here to enter a date.

**Section C: to be completed by the Graduate School**

I confirm that this student has now entered the examination process.

Signature on behalf of the Graduate School



Senior Postgraduate Officer (Research Degrees)

Click here to enter a date.

**Notes to students**

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

Please be aware that any allowance or special arrangement will have to be approved through our Disability Advisor, who you should now contact if you have not already done so: [disability@sgul.ac.uk](mailto:disability@sgul.ac.uk). Your Supervisor and examiners will be notified once approval has been obtained.

1. If you are awarded, your degree diploma will bear your names as they appear in our SGUL records system from registration. No change can be made to your names unless a specific request is received and supporting documentation produced e.g. marriage certificate.
2. Notification of your oral examination (*viva voce*) will be supplied by your Supervisor.
3. Please notify the Graduate School (contact details below) of any change off address to ensure that your award letter and certificate will be sent to the correct address.

The Graduate School, Registry, Ground Floor Hunter Wing, St George’s, University of London, Cranmer Terrace, London SW17 0RE, Tel: 020 8266 6335, Email: [researchdegrees@sgul.ac.uk](mailto:researchdegrees@sgul.ac.uk).

1. Please check that the following items are attached to your form when you submit it to the Graduate School:

* Reproduction of Thesis Form
* Description of Thesis Form
* Statement concerning work previously submitted for another award (see Note 6 below)

Additionally the Declaration of Number of Words and Abstract Form must be submitted at the time you submit your thesis to SGUL.

1. 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, but a candidate shall not be precluded from incorporating in a thesis covering a wider field work which he/she has already submitted for a degree or comparable award of this or any other university or institution, provided that he/she attaches full details to this form and also indicates in the thesis any work which has been so incorporated.