

SECTION A10

THE CANDIDATE'S RESPONSIBILITIES IN THE EXAMINATION

General

- 10.1 The Doctoral School of Anglia Ruskin University will make known to the candidate the procedure to be followed for the submission of the thesis (including the number of copies to be submitted for the examination) and any conditions to be satisfied before the candidate may be considered eligible for the examination (see Section 9).

Candidate's Exclusion from the Examination Arrangements

- 10.2 The candidate shall take no part in the arrangement of the examination and shall have no formal contact with the external examiner(s) between the appointment of the examiners and the submission of the final version of the thesis following examination.

Eligibility for Examination

- 10.3 The candidate shall satisfy any conditions of eligibility for examination required by the RDSC.

Required Format for the Thesis at Examination

- 10.4 The candidate shall ensure that the format and presentation of the thesis, as submitted for examination, is in accordance with the requirements of Anglia Ruskin University's regulations.

Creative Work

- 10.5 In cases where the research degree involves creative work in addition to the written commentary, the application for approval of the examination arrangements shall contain a statement from the candidate of the scope and nature of the creative work and advice of the proposed method of assessment. All candidates are required to have a *viva voce* examination in addition to an examination of their creative work.

Declaration by Candidate

- 10.6 The candidate shall confirm, through the completion of a declaration form, that the thesis has not been submitted for a comparable academic award. The candidate shall not be precluded from incorporating in the thesis, covering a wider field, work which has already been submitted for a degree or comparable award, provided that it is indicated, on the declaration form and also in the thesis, which work has been so incorporated. Candidates for the degree of PhD by Published Work may incorporate publications which have already been submitted for a degree or comparable award, provided they are listed on the declaration form and there is evidence within the thesis of additional work.

Submission of Thesis

- 10.7 Candidates shall be responsible for deciding whether to submit the thesis for examination. This decision should take account of the opinion of the supervisory team. The supervisory team's opinion is advisory only. An opinion that the thesis is ready for submission must not be taken as a guarantee that a degree will be awarded and a decision to award a degree rests wholly with the examining team. The supervisor has the right to record onto the RD9 form that they do not support submission of the thesis in its current form.

Mitigating Circumstances

- 10.8 The candidate shall bring any mitigating circumstances which may have affected his/her research work to the attention of the examiners by writing to the Secretary of the RDSC prior to the oral examination. A statement of mitigating circumstances shall be supported by appropriate evidence. Mitigating circumstances which could have been brought to the attention of the examiners prior to the oral examination will only very exceptionally be admitted later as grounds for a review.

Where the Thesis is Confidential (see also Regulations 9.35-9.37 above)

- 10.9 Where Anglia Ruskin University's RDSC has approved a candidate's request for confidentiality of the thesis, the examiners and the chair are required to sign a Confidentiality Agreement and to return copies of the thesis to the candidate at the

conclusion of the examination. These obligations do not apply to any information which is public knowledge at the time of its disclosure.

The Viva Voce Examination

- 10.10 Candidates are required to attend the *viva voce* examination on the agreed date unless there are exceptional and unforeseen circumstances which prevent attendance.
- 10.11 The *viva voce* examination must take place within 3 calendar months of the examiners receiving the thesis.
- 10.12 Candidates are permitted to give a presentation as part of their *viva voce* examination by prior agreement with the examiners. Candidates must make this request to the Doctoral School at least 10 working days' before the scheduled date for the viva.