Joint PhD exams process: Note, procedures are simplified. Refer to the King's <u>guidance</u>, the Research Degrees Exams office: <u>researchdegrees@kcl.ac.uk</u>, or the partner institution for further details. Interaction between institutions is highlighted purple.

Partner-home students

The exams process will be managed by the partner institution according to their regulations and timescales.

The student will submit their thesis to the partner institution and the examiner nomination process will begin, following the partner institution's procedures. This will include the nomination of a King's-appointed examiner, usually via liaison between the partner- and King's-based supervisors.

Examiner nominations are shared with the King's Research Degrees Exams office so they can also be approved by King's via the procedure described in stage 2 opposite. If not approved, alternative nominations must be provided.

Once examiners are appointed, the exam will be organised according to the partner institution's procedures. The King's-appointed examiner may be present via video link.

The exam outcome and any associated paperwork should be communicated to the Research Degrees Exams office so both institutions can approve them. Approval at King's will be as noted in stage 6 opposite.

King's will confirm ratification of results. In cases where corrections are needed, the partner will inform King's when these have been submitted.

The student will submit copies (hard and/or electronic) to the partner institution and to King's, as specified opposite.

The Award date will be according to the partner institution's rules and they will despatch certificates according to their timescales.

King's-home students

Stage 1: 4 months before thesis submission, the supervisor contacts potential examiners, including liaising with the partner institution for nomination of their examiner, then submits the RD1 form to the Research Degrees Exams office.

Stage 2: Examiner nominations are considered by the relevant Subject Area Board (SAB). The Chair of the Research Degrees Examinations Board (RDEB) makes the final decision.

At the same time, examiner nominations are sent to the partner institution for approval. If not approved, the supervisor must provide an alternative nomination.

Stage 3: The student submits a pdf copy of their thesis to the Research Degrees Exams office, along with the RD7 declaration form.

Stage 4: Once examiners are appointed, the thesis is despatched and the student is informed via email.

Stage 5: Oral exam. Scheduled within 6 months of the despatch of the thesis. Held at King's College London. The partner-appointed examiner may be present via video link.

Stage 6: Following the exam, the preliminary reports, joint reports and submission forms must be submitted to the Research Degrees Exams office. Results will be ratified by the Chair of the RDEB at the end of each month.

The outcome and exam documents will be shared with the partner, who will follow procedures on their side for ratification. Where corrections are needed, the partner will be informed when these are submitted.

Stage 7: Once the degree is awarded the student must submit one hard-bound and one electronic version of their thesis to the library, plus send an electronic version to the Research Degrees Exams office. Students must also make any necessary submissions to the partner institution.

The award date will be the first of the month following ratification. King's will despatch certificates approximately 3 months after the date of award.