

PPLS PhD VIVA TIMELINE AND ACTION GUIDANCE

	Timing	Action	Who is Responsible?	Notes
BEFORE EXAMINATION	Approx 2 months before Submission	Intention to Submit Forms	The Student	<p>When you think that you are about 2 months from being ready to submit your thesis for examination have a chat with your supervisors and if they agree then you should complete the intention to submit forms available on the School website.</p> <p>The maximum deadline for your submission is the maximum end date of your programme (end of fourth year) but you can submit earlier than that if you are ready!</p> <p>The two month timeframe is a guide only – it doesn't change your deadline but it does trigger the official nomination of examiners so it's a good idea to complete these in good time.</p>
	Before D/line	Nomination of Examiners	Supervisor	Your supervisor completes the nomination of examiners form and this is then approved by the School PG Director. Ideally this should be done before you submit so that your thesis can be sent straight out for examination.
	By D/line	Submission of Thesis	The Student	You need to submit 2 soft bound copies of your thesis to the College PG Office at 57 George Square.
EXAMINATION	Within 3 months of Submission	Examination	Internal Examiner	<p>The Internal Examiner is responsible for organising the viva examination date and chairing your examination. They will be in touch with you regarding dates once both examiners have had a chance to look at your thesis and co-ordinate their diaries. Your examination should take place within 3 months of your submission assuming that your intention to submit forms and nomination of examiners were completed before your submission.</p> <p>Your examiners may let you know their recommendations on the day of the viva however please note that the outcome of the exam is not official until it has been ratified by the College Examinations Committee.</p>

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AFTER EXAMINATION	Within 1 month of examination	Confirmation of Outcome	College Examinations Committee	The College Examinations Committee meets once a month during term time (Sept – May) and less frequently during the summer (June – Aug). You should receive formal notification of the outcome of your viva from the College within 1 month of your examination.
	By the deadline mentioned on letter	If Corrections are required	The Student and Examiners	The most common outcome of a viva is that students are asked to complete minor corrections to their thesis within a certain period. In these cases the deadline for the submission of corrections is included in the letter from the College Examinations Committee. When you have completed the corrections you email a copy of your thesis to your examiners (normally just the internal) for approval. When the examiners have checked and approved the corrections they inform the College Examinations Committee.
	Usually within 2 weeks of submission of corrected thesis	Invitation to Submit Final Bound Thesis	College Examinations Committee	The College will then contact you with information on how to submit your final bound thesis.
	Usually within a couple of days of you submitting your final bound thesis	Declared Eligible to Graduate	College Examinations Committee	Once you have submitted the final bound copy of your thesis you will be declared eligible to graduate and will be invited to the next available graduation ceremony.
	As soon as possible after being declared eligible to graduate	<u>Register for Graduation</u>	The Student	You must register for graduation if you will be attending in person. You will not officially be awarded your degree until you have gone through the graduation process.

Links to forms and regulations for PhD examination including formatting instructions for your thesis can be found on our subject area websites under current students.