Flowchart for Students Undertaking a Research Degree Examination

If submitting more than one month before the end of your fee-paying period of registration, complete an Early Submission Form (Form 1) and submit it to the Graduate School for approval. Further information can be found here.

At least one month before submission, complete Part One of the Nomination of Examiners Form (Form 2) including any request for restricted access. Hand this form to your supervisor for completion of Part Two and onward transmission to the Graduate School for approval. Further information can be found here.

By your deadline, submit two soft-bound copies, two CDs and a Thesis Submission Declaration Form (Form 3) to the Main Helpdesk, Library. Further information can be found here.

Your Department will advise you of the date, time and location of your viva. Prepare for your viva. Advice and guidance on this is available from here. Please note, you will need to log in with your ITS account to see the information.

Attend your viva. Good luck! Further information about what happens after submission can be found here.

PASS

MINOR/MAJOR CORRECTIONS (up to three months for minor corrections and six months for major corrections) The examiners will inform you of the required corrections and the deadline at your viva or soon afterwards.

By your deadline, send your corrected thesis to your internal examiner (or exams advisor if there is no internal examiner) to be checked by your examiners.

The examiner confirms to you and to the Graduate School that the corrections are satisfactory.

Submit a hard bound copy containing a completed Library Declaration and Deposit Agreement (Form 4) and CD (not required for Masters) to the Main Helpdesk, Library. Further information can be found here.

Once the Graduate School has received your correctly submitted final thesis and your examiners’ reports have been approved, your name is added to the pass list.

Congratulations! Your award is conferred by the Steining Committee acting on behalf of the Senate. The Graduate School sends you a conferral letter.

You are invited to attend a Degree Congregation. Further information can be found here.