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 Doctoral College for approval.

At least one month before submission, complete Part One of the Nomination of Examiners Form (Form 2) including any request for restricted access. Pass this form to your supervisor for completion of Part Two and onward transmission to the Doctoral College for approval.

By your deadline, submit an electronic version of the thesis and completed Thesis Submission Declaration Form (Form 3) to the online form.

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.

Congratulations!

Your award is conferred by the Steering Committee acting on behalf of the Senate. You will receive a conferral email following the meeting.

You are invited to attend a Degree Congregation. Further information 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 Doctoral College that the corrections are satisfactory.

Submit an electronic final copy of your thesis via the online form and a hard bound copy containing a completed Library Declaration and Deposit Agreement (Form 4) to the Main Helpdesk, Library. Further information can be found here. Please note we are currently unable to accept bound theses - the Doctoral College will contact you to request this when we are able to do so.

Once the Doctoral College has received your correctly submitted final thesis and your examiners' reports have been approved, your name is added to the pass list.

LOWER AWARD OR FAIL

RESUBMISSION (up to twelve months)

The Doctoral College will send you a letter containing the revisions required and your deadline.

By your deadline, submit an electronic version of the thesis, memo detailing how you have addressed the revisions and completed Thesis Submission Declaration Form (Form 3) to the online form. You will also need to pay the resubmission fee online.

Attend a second viva, if required by examiners.

The Doctoral College or examiners notify you of the outcome.

RESUBMISSION

LOWER AWARD OR FAIL

ONLY MINOR CORRECTIONS

PASS

LOWER AWARD OR FAIL

This is unlikely. The Doctoral College will inform you of your right to appeal. Further details can be found here.

LOW/LOWER AWARD OR FAIL

MINOR/Major CORRECTIONS

PASS