

Submission of Thesis – Guidelines for Supervisors

Step 1. Notification of Intention to Submit a Thesis for Examination

The College Graduate School requires approximately three months to set up a Committee of Examiners appointed to examine a thesis submitted for a higher degree by research so it is important that the completed form is sent to the [Graduate School](#) as soon as possible and *at the very latest* when the copies of the thesis are submitted.

Step 2. The Appointment of a Committee of Examiners

On receipt of the [Intention to Submit](#) form, a [Nomination of Committee of Examiners](#) form will be sent to supervisors for nominations to be made for a Committee of Examiners. As the nominations require the approval of the Dean of Graduate Studies it is important that this form is returned as soon as possible. Delay in returning the form will hold up the issue of the thesis to the examiners which can cause unnecessary stress to students at what is already a tense time for them.

It is expected that nominations will be made in consultation with the student's supervisors and it is normal practice to approach external examiners informally for their agreement to examine the thesis. However under **no circumstances** should a viva be arranged before the nominations for the committee of examiners are approved.

Step 3. Issue of the Thesis to the Committee of Examiners

When the [Nomination of Committee of Examiners](#) form has been approved, the convener and examiners will be formally contacted to confirm their appointment, enclosing the thesis for examination and requesting that the Appendix 2.7 Pre Oral report is sent to the Graduate School prior to the viva. Schools will be advised that they can arrange the viva and advise the external on the process for registration and claiming expenses.

Step 4. Arrangements for the viva

School/subject PG Administrators arrange the viva and let the Graduate School know the date. They will make sure that the Pre Oral reports are with the Convener prior to the viva.

Step 5. Following the Viva

Immediately following the viva the convener should return the completed Appendix 2.8 Post Oral Report and List of Corrections forms to the Graduate School who will formally advise the student of their viva outcome. If there is additional guidance regarding resubmission for the student, this should also be sent to the Graduate School to inform the student.

External Examiners Expenses

The PGR committee have agreed that Examiners within the UK will be allowed travel expenses equivalent to standard or economy class rail fare travel or economy class air travel, plus incidental expenses. Examiners from outside the UK should use video conferencing with the proviso that the student and the examiner are not alone together during the viva.

Where possible travel and hotels should be booked in advance by the School. Alternatively the external can book their own travel and accommodation and claim the money back from the College.

The College will authorise up to £200 of an examiner's expenses, the balance to be paid by the School/Subject¹ of the first supervisor.

Guidance notes for the Degree of Doctor of Philosophy by Research are available via the [PGR Code of Practice](#) webpages.

All [Thesis Examination Guidance and Forms](#) can be accessed online from the Graduate School webpages.

¹ Schools should decide which project this money will come from