

Summary of Thesis Submission Procedure for Students and Supervisors

- Step 1** Student submits [Intention To Submit](#) form to [Graduate School](#) via email (as early as possible but no longer than 3 months before the submission of the soft bound dissertation/thesis).
- Step 2** Graduate School email [Nomination of Committee of Examiners](#) form to supervisors for completion.
- Step 3** Completed [Nomination of Committee of Examiners](#) form returned to Graduate School. It is the responsibility of the supervisors to ensure this form is signed and completed in full. The Graduate School will send the soft bound thesis to the contact details on this form therefore current contact information is required.
- Step 4** Dean of Graduate Studies accepts/declines the Appointment of Examiners.
- Step 5** Student submits 3 soft bound copies of the dissertation/thesis and a pdf version, no later than 3 months after the [Intention to Submit](#) form has been deposited or the expected thesis submission date whichever is earlier.
- Graduate School distributes the thesis to the Committee of Examiners along with the pre-oral forms.
- Graduate School advises the School to make arrangements for the viva
- Step 6** Convenor with help from the School PG Administrator makes arrangements for the viva and informs Graduate School and student of the agreed date.
- Step 7** On the day of the viva, the convenor may inform the student informally of the result.
- Step 8** Within 5 days of the viva the Convenor forwards the viva outcome form, joint post-viva report and a typed list of corrections to the Graduate School. The due date for corrections should be supplied where applicable.
- Step 9** Graduate School writes to student attaching copies of the post-viva joint report and viva outcome form. Supervisors are expected to support their students during the correction or re-submission period.
- Step 10** Student sends revised dissertation/thesis to the Graduate School.
- Step 11** Graduate School distributes revised dissertation/thesis accordingly with appropriate paperwork for completion.
- Step 12** Convenor notifies Graduate School that the Committee of Examiners are happy with the amendments (if appropriate).
- Step 13** Graduate School emails student to confirm final steps to be taken in order to complete the submission (hardbound submission, access declaration form, electronic submission to library etc) and enable Graduate School to process the award letter.
- Step 14** Upon completion of final steps by student, Graduate School sends final award letter to student and competes the student record with final award outcome on MyCampus. The award letter will be issued as soon as possible after the final steps have been completed.

All forms can be accessed online: <http://www.gla.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/>

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