

Appendix 2.5

Notes of Guidance for the Convener of a Committee of Examiners

Notification of Intention to Submit Form

The Graduate School will send a copy of the Intention to Submit form to the Convener. It is important that the Convener checks whether the Supervisor has indicated at this stage any specific concerns of special circumstances which relate to the thesis.

Oral Examination Arrangements

The Convener is responsible for arranging the date of the oral examination which should be no later than 3 months after the date on which the thesis was submitted. The date should be convenient for the candidate and both the Internal and External Examiners as well as at least one of the Supervisors who might be required to answer questions concerning the project. The Graduate School should be informed of the date of the oral examination.

Pre-Oral Reports

Examiners are requested to submit Appendix 2.8 – Pre Oral Report to the Graduate School by no later than 5 working days before the date of the oral examination. The Graduate School will forward the reports to the Convener.

This document will be forwarded to you via email and is also available on the Graduate School web pages:

<http://www.gla.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/pgrexaminers/#d.en.191174>

Conduct of the Oral Examination

The Convener is responsible for ensuring that the oral is conducted in a fair manner and in view of this, the Convener should be present for the duration of the examination. The convener may ask questions of a general nature but will not participate in a detailed examination of the candidate.

The Convener is responsible for assisting the examiners to reach a consensus. It is the Convener who will arrange for the joint recommendation of the examiners to be signed at the conclusion of the examination. Where difficulties arise, the Convener shall decide whether an adjournment is required. Where agreement has not been reached or in other circumstances where appropriate, the Convener may recommend to the Higher Degrees Committee the appointment of a third examiner who will normally be an External Examiner.

The Convener may inform the candidate verbally of the outcome of the examination, normally by inviting the candidate to return to the examination room.

Post-Oral Reports

The Convener is responsible for co-ordinating the preparation of the joint statement of requirements for revision or recommendation for resubmission. Appendix 2.8 – Post Oral Report should be completed in full, in typed format and forwarded to the Graduate School by no later than 5 working days following the date of the examination.

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An individual report is not normally required from the convener except in the following circumstances:

- The appointment of a third Examiner is required.
- The Committee of Examiners recommend the appointment of a new committee for the examination of the resubmission.
- The Committee of Examiners wish to waive the requirements for a second oral examination after resubmission.

Post Oral Examination Results (B or C only)

The HDC Convener has introduced a College completion form for B and C outcomes. When the appropriate Examiners have received the revisions from the candidate and replied to the Convener with their final decisions, Appendix 2.9 – Post Oral Examiners Report should be completed and forwarded to the Graduate School.

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