

## **Procedures for PGR Vivas from Submitting the 'Intention to Submit Form' to Organising a Viva:**

Student submits **Intention to Submit form** to the **Graduate School Office** signed by their supervisor to confirm details, no longer than 3 months before the submission of the soft bound Dissertation or Thesis.

Student submits **three** soft bound copies of their thesis within **3 months** of receipt of the notification by the Graduate School Office, otherwise they will be liable to pay a late submission fee.

Once final approval has been given you will need to submit **one** hard bound copy [to the Graduate School Office] and one electronic copy [direct to the Library].

Guidenotes -

<http://theses.gla.ac.uk/gettingstarted/index.html> .

When the college office receives the Notification form, they will inform the supervisor to recommend internal and external examiners. Supervisor's recommendation will be approved by the College PGR Committee. When approval has been obtained, the Graduate School will write to the external examiner to invite him/her to examine the thesis. On receipt of the external examiner's written acceptance, the thesis will be despatched by post to him/her. Examiners will normally expect to take up to **eight weeks** to read the thesis.

Myrtle Porch (Graduate School) will contact the Principal Supervisor of the student to School make arrangements for an **oral examination(VIVA) with Arlene Burns making the admin arrangements for the viva** - at a time that is convenient for The Examiner, The Convenor, The Internal Examiner and Student. The Supervisors can attend the examination if they wish but do not have to.

Arlene will obtain potential dates and then send confirmation date to the committee of examiners and student. Arlene will book a room (575 or 517a or ?) and catering for the viva. Update College with the date for each viva for their records.

After contact with the external examiner, Arlene will check if they are registered on HR Core system, if not ask the external to fill in the form and pass to Laura Wilding in place of Rachel Thomas.

The external and internal report must be completed and sent to the Graduate School BEFORE the viva. After the viva the oral report should be completed and sent to the Graduate School by Arlene Burns, A Grade must be circled and if changes the length of time for changes to be completed.

On the day of the viva the external must bring their passport for verification, copy this and send to Rachel Thomas who will upload to the HR Core System.

External expenses will be sent to Arlene Burns, then signed by Fiona Mackinlay and sent by Arlene to finance.

Myrtle Porch (Graduate School) will send an email to confirm any corrections to be made after the viva examination and a deadline date to the committee of examiners, copying in Arlene Burns (School Contact).

NOTE: Students pay £240.00 if they have corrections after their viva so they can register again up to one year.



