

Appendix 2.6

Notes of Guidance for Examiners to Accompany the Dissertation (EdD)

Submission of Pre-Oral Report

Examiners are requested to submit a pre-oral report on the form provided to the College/Graduate School Administrator within 8 weeks of receipt of the dissertation or at least one week prior to the date of the oral examination.

Oral Examination

The regulations for the degree of EdD in the University of Glasgow state:

A candidate for the Degree of EdD must present himself or herself for oral or other examination by the Examiners on the subject matter of the dissertation and its context. This requirement for an oral examination shall be observed at the first submission of the dissertation. Where a candidate has been permitted to resubmit a dissertation for examination, an oral shall be held. In exceptional circumstances, the Convener, on the recommendation of the Examiners, may seek the agreement of the Dean of Graduate Studies to set aside the oral examination. In such circumstances the agreement of the candidate must be obtained, otherwise the candidate shall have the right to an oral.

The oral examination is usually held no later than 3 months after submission of the dissertation.

Role of the Supervisor

The Supervisor does not normally attend the oral examination unless the candidate has specifically requested this. He/she will be available in the building at the time of the oral and may be requested to attend to answer questions concerning the research project. If the dissertation has been submitted for examination against the advice of the supervisor or if there are special circumstances relating to the candidate or the project, this will have been stated on the *Notification of Intention to Submit a Dissertation* form or in a report to the Convener from the Supervisor.

Joint Report of the Committee of Examiners

Following the oral examination, Examiners will be asked to sign the Joint Report Form of the Committee of Examiners and where appropriate to provide a joint statement detailing any revisions required. The outcome of the examination will be one of the following options:

- (a) the degree be awarded **unconditionally**
- (b) the degree be awarded subject to **certain minor corrections of detail or of presentation** specified by the examiners. These shall not involve changes of substance to the dissertation. The corrections shall be carried out within **one month** of receipt of the specifications to the satisfaction of the Internal Examiner.
- (c) the degree be awarded subject to **certain changes of substance in a specific element or elements of the dissertation** specified by the examiners. These shall not involve a revision of the whole dissertation or of a major proportion of it. They may however include a requirement to carry out a further period of research in order to strengthen the dissertation. The revisions shall be carried out within a timescale determined by the examiners and shall be confirmed by both the Internal and the External Examiners.
- (d) the dissertation as a whole is unacceptable. The candidate is invited to **resubmit** the dissertation taking account of the comments of the examiners. The resubmitted dissertation will be examined on one occasion only. It will be resubmitted within a timescale to be determined by the examiners but normally no later than **twelve months** after the date of the joint report notifying the candidate of the requirements for revision. A resubmission fee will be charged to cover the examining costs.
- (e) the dissertation as a whole is unacceptable for the award of a doctoral degree. The candidate is invited to revise and **resubmit** the dissertation for a **Masters** degree.
- (f) **no degree be awarded.**

Submission of Joint Statement

Where correction, revision or resubmission is required the examiners prepare a joint signed statement specifying the requirements and stating the timescale.

Post Oral Confirmation

In the event of the outcome of the oral being either B or C, the appropriate examiners will sign a post oral confirmation form to confirm the changes have been made to their satisfaction and the degree can be awarded. The Viva convener will coordinate the completion of this form.

Expenses

The expenses form should be submitted immediately following the oral examination and submission of final reports. Payment of the fee for examining the dissertation will be made on receipt of the final report and the expenses form.

Completed forms should be returned to: education-pgrsupport@glasgow.ac.uk