Procedures for PGR Viva Meetings from Submitting the 'Intention to Submit Form' to the organisation of the Viva:

Link to the Guidelines - https://www.gla.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/pgrexaminers/#d.en.191174

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.

When the Graduate School receives the Notification of the Committee of Examiners Form, they will inform the Principal Supervisor to recommend an Internal and External examiner. Note if the PGR is a member of staff, two External Examiners will be appointed and no Internal Examiner.

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.

The Graduate School will contact the Principal Supervisor to make arrangements for an oral examination (VIVA) with the School PGR Administrator making the admin arrangements at a time that is convenient for The Examiner, The Convenor, The Internal Examiner and Student. Update College with the date for each viva for their records.

The Supervisors can attend the examination if they wish but do not have to. The School PGR Administrator will obtain potential dates and then send confirmation to the committee of examiners and student.

If the viva is face to face a room must be booked and catering arranged.

After contact with the external examiner, send by email the Registration and External Examiner Expense Claim Forms. The External and Internal Appendix 2.7 Pre-oral Reports must be completed and sent to the Graduate School BEFORE the viva. After the viva the Appendix 2.8 Post-oral report must be completed given the Grade achieved and a note of corrections (if
applicable). This is then sent to the Graduate School by the Convenor or the School PGR Administrator within a week of the completion of the Viva.

On the day of the viva the external must bring their passport for verification if face to face. If conducted by zoom a screenshot of the external holding the front page of the passport clearly must be taking. All forms and right to work check must be upload to the HR Core System by the School Finance Administrator.