

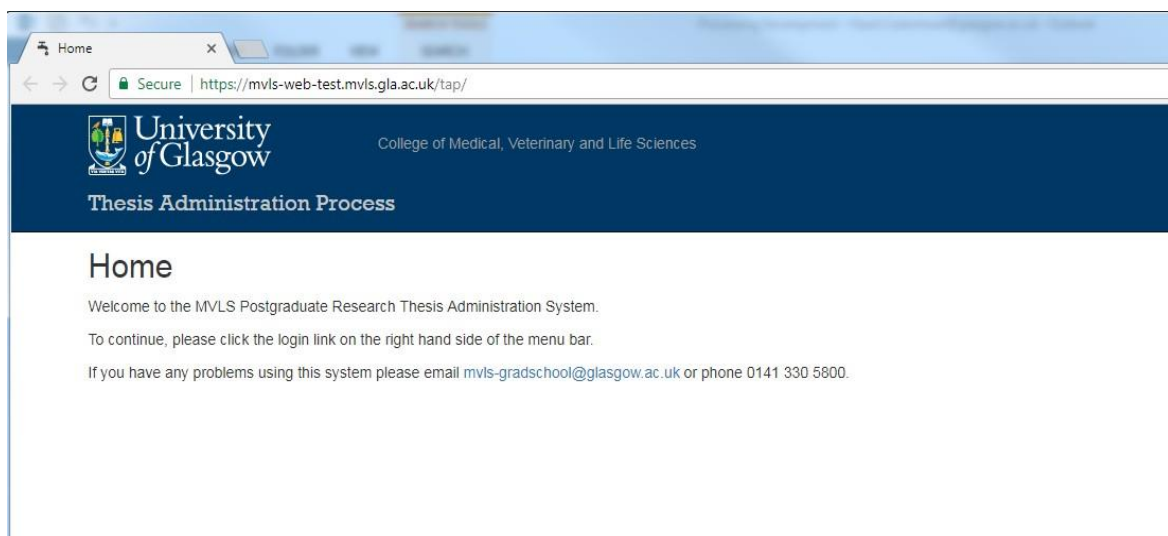
## Thesis Administration System Instructions

The development of the Thesis Administration System (TAP) is ongoing, if you have any feedback about TAP or these instructions please email [mvls-gradschool@glasgow.ac.uk](mailto:mvls-gradschool@glasgow.ac.uk)

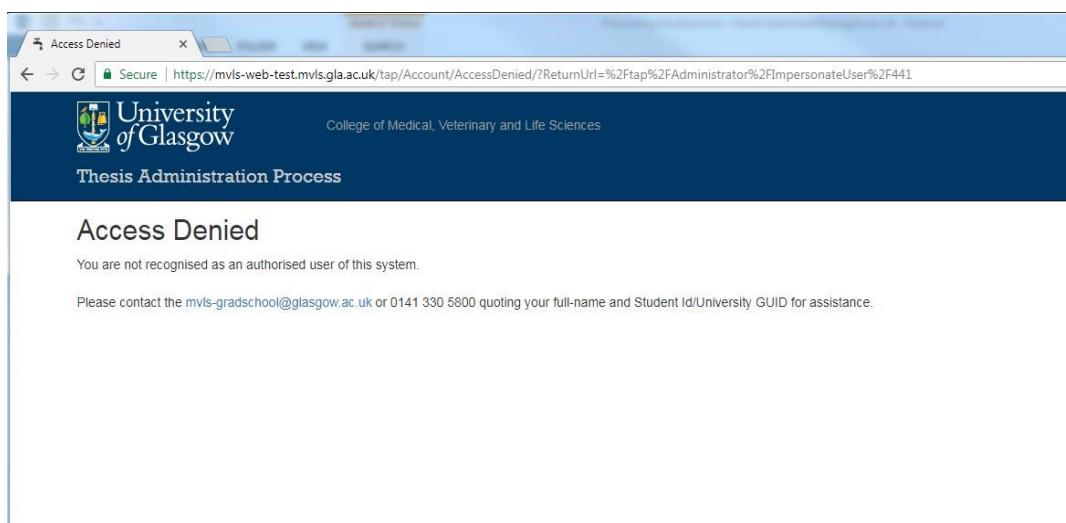
**To search any fields please use Ctrl F.**

### Step 1 – Student Log On

A student wishing to complete their Intention to Submit Form logs on to TAP <https://www.mvls.gla.ac.uk/TAP> using their GUID and associated password.



If the student cannot log on they are advised to email [mvls-gradschool@glasgow.ac.uk](mailto:mvls-gradschool@glasgow.ac.uk) or phone 0141 330 5800 to have their details added.



## Step 2 - Intention to Submit

The student then completes the Intention to Submit Form (ITS) electronically, where the fields are based on the paper ITS form.

The screenshot shows a web browser window with the URL <https://mvs-web-test.mvs.gla.ac.uk/tap/Student/EditIntentionToSubmit/332>. The page header features the University of Glasgow logo and the text 'College of Medical, Veterinary and Life Sciences' and 'Thesis Administration Process'. The main heading is 'Intention to Submit'. Below this, there is a 'Menu' link and a 'How to use this page' section with instructions: 'The details can be saved at any point using the Save button at the bottom of the page, as long as the details marked with an \* asterisk aren't blank.' and 'In order to submit the form for approval by your supervisor, all details must be completed. If anything is missing it will be listed at the bottom of the page.' The form is titled 'Notification of Intention to Submit a Thesis for a Higher Degree by Research' and includes a note 'To be submitted in advance of every thesis submission'. The form fields are: 'Type of degree sought' (PhD), 'Institute or School' (School of Medicine, Dentistry and Nursing), 'Registration Number' (4040404), 'Student full name' (Title: Mr, Other title: ), 'First names \*' (Harry), and 'Surname \*' (Potter). At the bottom, there is a 'Student contact details' section with a note: 'Your email address will be used for all notifications during the submission and examination process. Please amend your email address (and phone) if necessary.'

1. The student can 'save' this form when partially completed and submit it at a later date, if he/she chooses to do this they receive an email Id 1 confirming the 'save'.
2. When ready the student can then complete and 'submit' this form and it will be sent to their Principal Supervisor. The 'Intention to Submit sent to Supervisor date' is then automatically filled in on TAP.

Intention to Submit

University of Glasgow  
College of Medical, Veterinary and Life Sciences

Thesis Administration Process

I declare that this thesis has been produced in accordance with the University's Code of Good Practice in Research.

1. I have discussed the submission of the thesis with my supervisor.  
☒ Yes ☐ No

2. I intend to submit the thesis with the approval of my supervisor.  
☒ Yes ☐ No

3. I declare that the above-mentioned thesis embodies the results of my own special work, that it has been composed by myself and that it **does not include** work forming part of a thesis presented successfully for a degree in this or another University.  
☒ Yes ☐ No

Where the thesis includes work for another degree, full details should be given below:  
 Details of work included for another degree

I acknowledge that I am expected to ensure that data underpinning my thesis is to be securely held for a period of 10 years after the completion of the thesis, or for longer if specified by a funder or sponsor. Furthermore, I acknowledge that the University requires access to this data. In order to facilitate this, I have actively managed my data according to current guidelines and intend to deposit this data appropriately. Regardless of whether I complete my studies, I acknowledge that I must still ensure that data collected in the course of my research at the University is appropriately and securely deposited.

I undertake to submit three soft-bound copies (four if you were or are a member of staff) of the thesis within six months of the date stated below. If the thesis is not submitted within this prescribed period, the application will become invalid and a late fee will be payable on submission of a fresh application. (Details are obtainable from the MVLS Graduate School.)

**Note that the timescale following the submission of this form does NOT override the absolute time limit required for thesis submission for specific research degrees.**

Signature of Student ☒ hereby declare that the information provided above is true and correct.

Name Harry Potter  
 Date 19 April 2018

Cancel Save Submit

Next, the Supervisor is emailed to say that his/her student has completed their Intention to Submit Form and could they please log on to TAP and review the information. The email, Id 2, is copied to the student.

### Step 3 - Supervisor – Intention to Submit

When the Supervisor logs on to TAP <https://www.mvls.gla.ac.uk/TAP> using his/her GUID and password he/she will see this screen.

My Theses - 1 record found

Filter Criteria

Degree Type: All Scenario: All theses

Action required - 1 record found No action required - No records found

Action	Student First Name(s)	Student Surname	Student ID	Degree Type	Scenarios	Resubmission	Dates Summary
Approve ITS	Harry	Potter	4040404	PHD		No	

The supervisor is notified to 'Approve ITS', then on clicking the button, he/she will be taken through to the screens below – note the two tabs, the second giving student details.

Approve Intention to Submit - Harry Potter

Approval Details

**How to use this page**

- Please review the details submitted by the student on the other tab and then answer the details below.
- The details can be saved at any point using the Save button at the bottom of the page.
- In order to decline or approve the form, all details must be completed. If anything is missing it will be listed at the bottom of the page as well as by each field.

- I have satisfied myself that the candidate is likely to submit the thesis for examination within six months.  
☐ Yes ☐ No
- I confirm that the stated word count complies with the regulation for the degree or has been otherwise approved by the relevant committee.  
☐ Yes ☐ No
- I confirm that the thesis is of an acceptable length considering the scope of the project and subject matter.  
☐ Yes ☐ No
- I will have reviewed the full thesis prior to its submission.  
☐ Yes ☐ No

The primary supervisor is required to provide a short statement for the attention of the Convener of the Committee of Examiners if any answer to any of the above is in the negative, if the thesis will be submitted against the advice of the supervisor or if there were circumstances which should be drawn to the attention of the Examiners. Supervisors should highlight any issues with regard to research integrity or research practice that concern them with regard to the work submitted.

Supervisor statement

Signature of Supervisor ☐ I hereby declare that the information provided above is true and correct.

Name Severus Snape

Date 19 April 2018

The Supervisor fills out the form and either agrees or disagrees that the student is ready to submit. He/she also confirm whether they will have read the thesis prior to submission and other details such as the thesis title and anticipated word count.

The Supervisor then either declines or approves the Intention to Submit Form.

Approve Intention to Submit - Harry Potter

Approval Details

**How to use this page**

- Please review the details submitted by the student on the other tab and then answer the details below.
- The details can be saved at any point using the Save button at the bottom of the page.
- In order to decline or approve the form, all details must be completed. If anything is missing it will be listed at the bottom of the page as well as by each field.

- I have satisfied myself that the candidate is likely to submit the thesis for examination within six months.  
☐ Yes ☒ No
- I confirm that the stated word count complies with the regulation for the degree or has been otherwise approved by the relevant committee.  
☒ Yes ☐ No
- I confirm that the thesis is of an acceptable length considering the scope of the project and subject matter.  
☐ Yes ☒ No
- I will have reviewed the full thesis prior to its submission.  
☐ Yes ☒ No

The primary supervisor is required to provide a short statement for the attention of the Convener of the Committee of Examiners if any answer to any of the above is in the negative, if the thesis will be submitted against the advice of the supervisor or if there were circumstances which should be drawn to the attention of the Examiners. Supervisors should highlight any issues with regard to research integrity or research practice that concern them with regard to the work submitted.

Supervisor statement

Signature of Supervisor ☒ I hereby declare that the information provided above is true and correct.

Name Severus Snape

Date 19 April 2018

Cancel Save Decline Approve

## If Declined By Supervisor

If the form is declined it is returned to the student and he/she is notified via email Id 3 to log on and review the Supervisor's comments.

The screenshot shows a web browser window with the URL <https://mvls-web-test.mvls.gla.ac.uk/tap/Student/EditIntentionToSubmit/332>. The page header includes the University of Glasgow logo and the text "College of Medical, Veterinary and Life Sciences". The main heading is "Thesis Administration Process". A navigation bar shows "Menu" and "Intention to Submit".

**Intention to Submit**

Menu / Intention to Submit

**How to use this page**

- The details can be saved at any point using the Save button at the bottom of the page, as long as the details marked with an \* asterisk aren't blank.
- In order to submit the form for approval by your supervisor, all details must be completed. If anything is missing it will be listed at the bottom of the page.

**Warning:** Your supervisor has declined your intention to submit with the comments shown below.

**Supervisor Comments:** Thesis is not ready

Please either contact them to discuss this or click the Submit to Graduate School button at the bottom of the page if you want to notify your intention despite your Supervisor's comments.

**Notification of Intention to Submit a Thesis for a Higher Degree by Research**

To be submitted in advance of every thesis submission

Type of degree sought	PhD
Institute or School	School of Medicine, Dentistry and Nursing
Registration Number	4040404

**Student full name**

Title

Other title

Please provide the names in the order they will appear on the thesis.

First names \*

Surname \*

The student then decides to either:

- take the Supervisor's advice, carry out the actions suggested and re-submit the form to the Supervisor

or

- to proceed and submit their ITS to the Graduate School without the Supervisor's approval.

Intention to Submit

Secure | https://mvls-web-test.mvls.gla.ac.uk/tap/Student/EditIntentionToSubmit/332

**University of Glasgow**  
College of Medical, Veterinary and Life Sciences

**Thesis Administration Process**

Menu Log out About Contact Us

**Declaration by Student**

I declare that this thesis has been produced in accordance with the University's Code of Good Practice in Research.

1. I have discussed the submission of the thesis with my supervisor.  
☒ Yes ☐ No

2. I intend to submit the thesis with the approval of my supervisor.  
☒ Yes ☐ No

3. I declare that the above-mentioned thesis embodies the results of my own special work, that it has been composed by myself and that it **does not include** work forming part of a thesis presented successfully for a degree in this or another University.  
☒ Yes ☐ No

Where the thesis includes work for another degree, full details should be given below:  
 Details of work included for another degree:

I acknowledge that I am expected to ensure that data underpinning my thesis is to be securely held for a period of 10 years after the completion of the thesis, or for longer if specified by a funder or sponsor. Furthermore, I acknowledge that the University requires access to this data. In order to facilitate this, I have actively managed my data according to current guidelines and intend to deposit this data appropriately. Regardless of whether I complete my studies, I acknowledge that I must still ensure that data collected in the course of my research at the University is appropriately and securely deposited.

I undertake to submit 3 copies of the thesis within six months of the date stated below. If the thesis is not submitted within this prescribed period, the application will become invalid and a late fee will be payable on submission of a fresh application. (Details are obtainable from the MVLS Graduate School.)

**Note that the timescale following the submission of this form does NOT override the absolute time limit required for thesis submission for specific research degrees.**

**Signature of Student**

☒ I hereby declare that the information provided above is true and correct.

Name Harry Potter

Date 19 April 2018

Cancel Save Print Submit to Graduate School

Submit back to Supervisor or Submit to Graduate School

If the student submits an email Id 6 will be sent to the Graduate School copied to the student, Supervisor, PG Convener Administration and PG Convener. TAP will automatically update the date 'Intention to Submit sent to the Graduate School' and the six months the student has to submit will start from this date. An email Id 5 will be sent to the student copied to the Graduate School advising the student of the next steps.

The Graduate School Administrator then logs on and reviews the ITS form as in Step 4, below.

### If Approved by Supervisor

When the Supervisor approves the ITS an email Id 4 is sent to the student copied to the Graduate School and Supervisor and TAP will automatically update the date 'Intention to Submit sent to Graduate School.' The 'six months' for the ITS is calculated from this date.

The ITS form will be available for the Supervisor, student and the Graduate School to see on a 'read only' basis and to print out if required using 'print screen'.

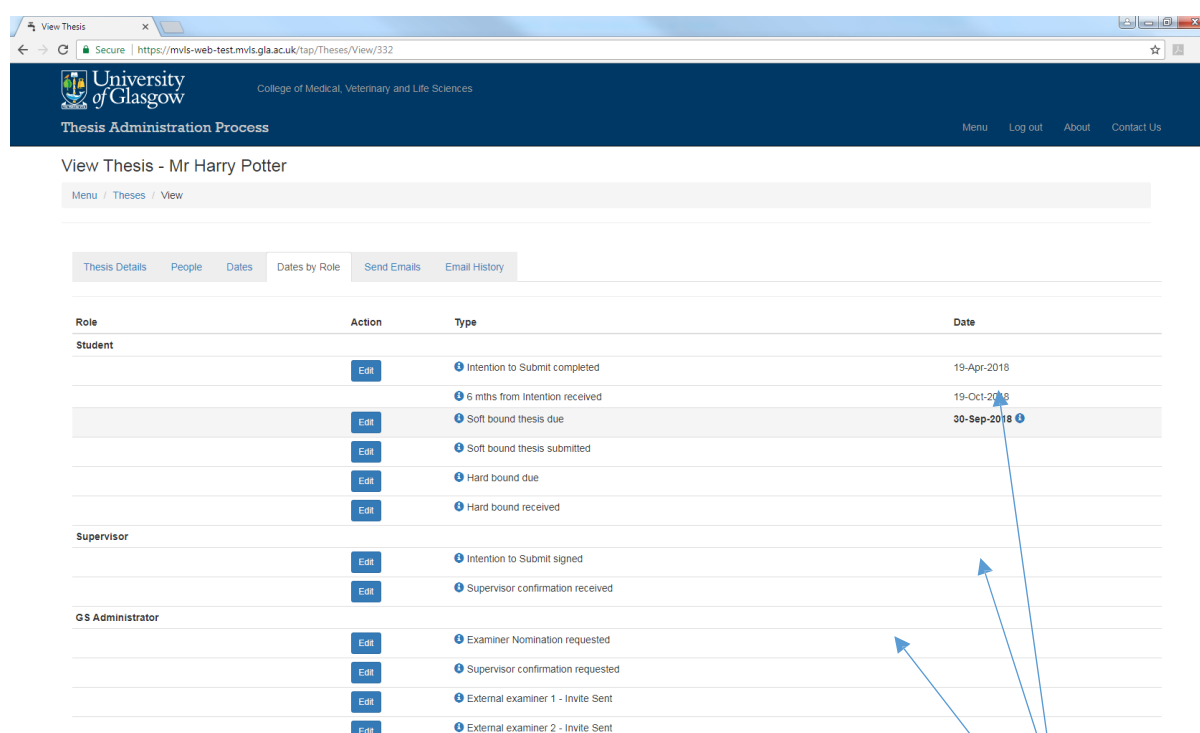
## Step 4 - The Graduate School

The Graduate School Administrator logs on and reviews the ITS form by clicking on the Intention to Submit Form and reviewing the details against the student's My Campus record.

Thesis	Intention Form	Nom Form	3332221	Mr Lucius Malfoy	MSc(R)	SOMDN	External Examiner(s) Invite Sent due	No	345
							Date inconsistencies x 1 -		
							Thesis details warnings x 1 -		
Thesis	Intention Form		4568932	Ms Luna Lovegood	MD	SOMDN		No	346
Thesis							Date inconsistencies x 1 -	No	347
							Thesis details warnings x 4 -		

If satisfied that both the form and the student's record are correct the Graduate School will then update the student's milestone on My Campus and add the ITS submission date to their PGR record. Once this is done an email Id 16 will be sent to the Supervisor asking him/her to log on to TAP and complete the External Examiner and Internal Examiner sections and all related questions on the on-line Nomination of Examiners Form. This email is copied to the Graduate School (for filing on the student's file), the PG Convener's Administrator and PG Convener and the 'Examiner Nomination requested date' is automatically updated on TAP.

If the form is not correctly completed the Graduate School will contact the Student or Supervisor as appropriate, **this will be done outside TAP.**



Role	Action	Type	Date
Student	<a href="#">Edit</a>	Intention to Submit completed	19-Apr-2018
	<a href="#">Edit</a>	6 mths from Intention received	19-Oct-2018
	<a href="#">Edit</a>	Soft bound thesis due	30-Sep-2018
	<a href="#">Edit</a>	Soft bound thesis submitted	
	<a href="#">Edit</a>	Hard bound due	
	<a href="#">Edit</a>	Hard bound received	
Supervisor	<a href="#">Edit</a>	Intention to Submit signed	
	<a href="#">Edit</a>	Supervisor confirmation received	
GS Administrator	<a href="#">Edit</a>	Examiner Nomination requested	
	<a href="#">Edit</a>	Supervisor confirmation requested	
	<a href="#">Edit</a>	External examiner 1 - Invite Sent	
	<a href="#">Edit</a>	External examiner 2 - Invite Sent	

ITS and Nomination of Examiner Form dates.

## Step 5 - Nomination of Examiner Form

On logging on the Supervisor will see the following screen asking them to complete the Nomination of Examiner Form.

My Theses - 3 records found

Filter Criteria

Degree Type: All Scenario: All theses

Action required - 2 records found No action required - 1 record found

Action	Student First Name(s)	Student Surname	Student ID	Degree Type	Scenarios	Resubmission	Dates Summary
Examiner Nomination	Hermione	Granger	hc22h	MSc(R)		No	.....
Examiner Nomination	Harry	Potter	4840304	PhD		No	.....

Information to assist those completing the Nomination Form is contained beside the degree type.

On clicking through the Supervisor will see the screens below with a number of tabs to be completed.

Examiner Nomination - Harry Potter

Menu / Examiner Nomination

Introduction Guidance Candidate Exam Convener Internal Examiner External 1 External 2 Reserve Questions Save Details

Suggestions for Examiners for Research Degree Candidate

Dear Severus,

Harry Potter has submitted notification of intention to submit a thesis for a higher degree. Could you please make suggestions for the appointment of external examiners and members of the Special committee of Examiners for the consideration of the Graduate School and the University Court.

Please refer to the guidance notes on the next page and enter the required information on the remaining pages.

Yours sincerely,

Graduate School

How to use this page

- The details can be saved at any point using the Save button on the final tab, as long as each contact's details are either completely blank or have at least the first name(s), surname and email address.
- In order to submit the form the Post Graduate Convener for approval, all details other than each contact's title must be completed. If anything is missing it will be listed on the last tab.

This form can be saved, in the 'save details' tab, and completed at a later date, if required.



Examiner Nomination - Harry Potter

Menu / Examiner Nomination

Introduction Guidance Candidate Exam Convener Internal Examiner External 1 External 2 Reserve Questions **Save Details**

Comments

Cancel Save **Submit**

Once the Supervisor has completed the sections of the form they feel are their responsibility (this changes between differing Schools/Institutes) they then go to the 'Save Details' tab and press 'submit' and an email ID 7 is sent to the PG Convener and PG Convener's Administrator, copied to the Supervisor, asking the PG Convener Administrator to log on to complete their sections and to check all other details. If the PG Administrator wishes to send the form back to the Supervisor for amendments they can do so by adding comments and hitting decline.

Examiner Nomination - Hermione Granger

Menu / Examiner Nomination

Introduction Guidance Candidate Exam Convener Internal Examiner External 1 External 2 Reserve Questions **Save Details**

Comments

Cancel Save **Decline** Approve

An email ID 8 will then be sent to the Supervisor advising them to amend the form and that the reasons why it has been declined can be found in the 'Save Details' section.

Examiner Nomination - Harry Potter

Menu / Examiner Nomination

Introduction Guidance Candidate Exam Convener Internal Examiner External 1 External 2 Reserve Questions **Save Details**

Comments

The internal examiner will be on a sabbatical - please nominate another.

Cancel Save **Decline**

If the Supervisor does not wish to complete any of the form they can leave everything blank and just submit. If they, however, do any partial completion they, must as a minimum, add the title first name, surname and email. This same minimum applies to all sections of the Nom. Form whether completed by the Supervisor, PG Convener or PG Administrator.

Examiner Nomination - Harry Potter

Menu / Examiner Nomination

Introduction Guidance Candidate Exam Convener Internal Examiner External 1 External 2 Reserve Questions Save Details

Title

Other title

First names \*

Surname \*

Email address \*

Postal address

Postcode

Contact extension

## Step 6 – PG Administrator

The PG Administrator will see this screen, here they can filter students using the two filter fields. They will also be advised which students require action here.

University of Glasgow

College of Medical, Veterinary and Life Sciences

Thesis Administration Process

Menu Log out About Contact Us

My Theses - 73 records found

Filter Criteria

Degree Type

Scenario

Action required - 1 record found

No action required - 72 records found

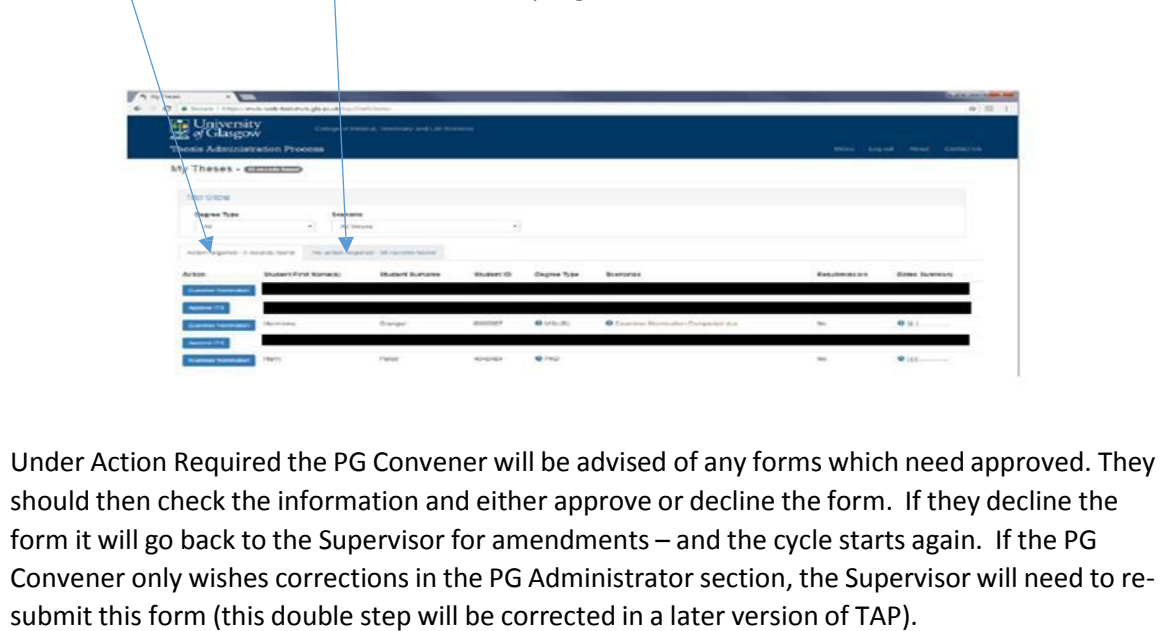
Examiner	Student	Student	Degree	Dates
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The PG Administrator will generally add the Exam Convener information then check all the fields, they then **MUST SAVE** it, this is done in the 'save details' section. If the details are required to be kept the screen can be printed at this stage.

Next they will **ASK** the **PG Convener to log on and approve the exam committee – See point 7 below.** (This is **not** an automatic email and has to be done **within** the Institute or School, as at present).

The screenshot displays the 'Thesis Administration Process' web application for the University of Glasgow. The interface includes a header with the university logo and navigation links. The main content area shows a table of theses with columns for ID, Status, and Name. A dropdown menu is open, showing a list of theses. A blue arrow points from the top right corner of the image to the dropdown menu.

On logging on the PG Convener will see a screen similar to the one below displaying two tabs - Action Required and No Action Required. The latter tab provides a record of the convener's students so the Convener can monitor their progress.



On approval the TAP database will be automatically updated with the date the Nom Form was completed ...

...and the examiners names. An email Id 9 will be sent to the Graduate School notifying them to progress the thesis to the next stage of formally inviting the external examiner(s), this email is copied to the Supervisor, the PG Convener and the PG Convener's Administrator.

Because of the above **IT IS ESSENTIAL** the PG Convener when they are ready **APPROVES** the form as no progress will be made until this action is taken.

University of Glasgow  
College of Medical, Veterinary and Life Sciences  
Thesis Administration Process

View Thesis - Mr Harry Potter

Menu / Theses / View

Thesis Details | People | Dates | Dates by Role | Send Emails | Email History

Action	Role	Name	Email Address	Postal Address	GUID
<a href="#">Edit</a>	Student	Mr Harry Potter	Hazel.Cadenhead@glasgow.ac.uk	4 Privet Drive Little Whinging Surrey LW4 4PD	4040404
<a href="#">Edit</a>	Supervisor	Professor Severus Snape	Hazel.Cadenhead@glasgow.ac.uk	Slytherin Hogwarts School of Witchcraft and Wizardry Scotland HS1 1WW	hxxoh
<a href="#">Edit</a>	PG Convener	Dr Alastair Gracie	Alastair.Gracie@glasgow.ac.uk	School of Medicine, Dentistry & Nursing, Undergraduate Medical School, Room 443, Wolfson Medical School Building, Gilmorehill Campus	jag7t
<a href="#">Edit</a>	PG Administrator	Janette McBride	Janette.McBride@glasgow.ac.uk		jmb27w
<a href="#">Edit</a>	Exam Convener	Professor Mary Jones	Hazel.Cadenhead@glasgow.ac.uk	dfsdFdfDf dFdfDF	
<a href="#">Edit</a>	Internal Examiner	Mr John Smith	Hazel.Cadenhead@glasgow.ac.uk	fshisjpj 0000	
<a href="#">Edit</a>	External Examiner 1	Professor Elizabeth Smith	hazel.cadenhead@glasgow.ac.uk	ffFD 0000	
	External Examiner 2	(To be set via the Examiner Nomination forms)			
<a href="#">Edit</a>	Reserve External	Dr fdDFSDF DFSSDFSDF	hazel.cadenhead@glasgow.ac.uk	DfDfdgdg pppppo	

Alternatively if the PG Convener declines the form and an email Id 8 is issued to the Supervisor and copied to PG Convener's Administrator, asking the Supervisor to amend the nomination details and resubmit the form. After amendment the form is resubmitted to the PG Convener's Administrator and PG Convener for review, as in Step 6 above. If declined the loop is repeated. If **approved** TAP is updated and email Id 9 sent to the Graduate School as before. (Note: no action will happen until the **approval** takes place).

## Step 8 - MVLS Graduate School

### Invitation to the External Examiner

The next stage is for the MVLS Graduate Team to log on <https://www.mvls.gla.ac.uk/TAP> to check the Nomination Form.

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If all is correct they will then then issue the invitation(s) to the External Examiner(s). TAP automatically updates with the external examiner(s) invitation(s) issued dates.

Role	Task	Status
Supervisor	Intention to Submit signed	
	Supervisor confirmation received	
GS Administrator	Examiner Nomination requested	02-May-2018
	Supervisor confirmation requested	
	External examiner 1 - Invite Sent	
	External examiner 2 - Invite Sent	
	Thesis sent out	
	Examination outcome letter sent	

Once the external(s) accept(s) the invitation the Graduate School team will update TAP with the acceptance date(s) and, as soon as the thesis is submitted, will send it plus the examination paperwork to the members of the examining committee. This is done via TAP where the emails, with the relevant attachments, are manually issued but the dates will be updated automatically.

PG Convener	External examiner 2 - Invite Sent	
	Thesis sent out	
	Examination outcome letter sent	
	Award letter issued	
	Process Completed	
Exam Convener	Examiner Nomination completed	
Exam Convener	Viva	
	Examination outcome received	
External Examiner 1	External examiner 1 - Invite Accepted	
External Examiner 2	External examiner 2 - Invite Accepted	

## Viva or Examination

After the viva (PhD/MD) or examination (MSc(R)/MVM) reports are sent to Graduate School by the Exam Convener these are collated and recorded on TAP; an Examination Results letter is then sent to the student confirming the result, whether corrections are required and the date the hardbound thesis is due to be submitted or, alternatively, if the student needs to resubmit and, if so, by which date. This letter is copied to Supervisor(s), the Examination Convener, the internal Examiner and Postgraduate Administrator.

The Graduate School will record on TAP when a hardbound thesis is due to be submitted or the date for the resubmission of a softbound thesis.

View Thesis - Mr Harry Potter

Menu / Theses / View

Thesis Details People Dates Dates by Role Send Emails Email History

Role	Action	Type	Date
Student	<a href="#">Edit</a>	Intention to Submit completed	19-Apr-2018
		6 mths from Intention received	19-Oct-2018
	<a href="#">Edit</a>	Soft bound thesis due	30-Sep-2018
	<a href="#">Edit</a>	Soft bound thesis submitted	
	<a href="#">Edit</a>	Hard bound due	
	<a href="#">Edit</a>	Hard bound received	
Supervisor	<a href="#">Edit</a>	Intention to Submit signed	
	<a href="#">Edit</a>	Supervisor confirmation received	
GS Administrator	<a href="#">Edit</a>	Examiner Nomination requested	02-May-2018
	<a href="#">Edit</a>	Supervisor confirmation requested	
	<a href="#">Edit</a>	External examiner 1 - Invite Sent	
	<a href="#">Edit</a>	External examiner 2 - Invite Sent	
	<a href="#">Edit</a>	Thesis sent out	

Throughout this period the progress of the thesis can be checked by the Supervisor, the PG Convener and PG Convener's team if they log on to TAP and hover over the information icon.

View Thesis - Mr Harry Potter

Menu / Theses / View

Thesis Details People Dates Dates by Role Send Emails Email History

Role	Action	Type	Date
Student	<a href="#">Edit</a>	Intention to Submit completed	19-Apr-2018
		6 mths from Intention received	19-Oct-2018
	<a href="#">Edit</a>	Soft bound thesis due	30-Sep-2018
	<a href="#">Edit</a>	Soft bound thesis submitted	
	<a href="#">Edit</a>	Hard bound due	
	<a href="#">Edit</a>	Hard bound received	
Supervisor	<a href="#">Edit</a>	Intention to Submit signed	
	<a href="#">Edit</a>	Supervisor confirmation received	
GS Administrator	<a href="#">Edit</a>	Examiner Nomination requested	02-May-2018
	<a href="#">Edit</a>	Supervisor confirmation requested	
	<a href="#">Edit</a>	External examiner 1 - Invite Sent	
	<a href="#">Edit</a>	External examiner 2 - Invite Sent	
	<a href="#">Edit</a>	Thesis sent out	

## Degree Award Paperwork

After the Exam Convener and Internal Examiner sign off the paperwork to confirm any corrections have been made the student is then asked to submit their hardbound thesis to the Graduate School. At this point the student is issued a letter advising him/her that their degree has been awarded. This letter is copied to the PG Convener, the Fund Administrator, the student's supervisors and the Postgraduate administrator. It is also recorded on TAP.

Finally, when the thesis has been sent to the Library the 'process complete date' is added to TAP.

View Thesis X

Secure | <https://mvls-web-test.mvls.gla.ac.uk/tap/Theses/View/2>

University of Glasgow  
College of Medical, Veterinary and Life Sciences

Thesis Administration Process

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	Edit	Hard bound received	
Supervisor	Edit	Intention to Submit signed	13-Feb-2018
	Edit	Supervisor confirmation received	
GS Administrator	Edit	Examiner Nomination requested	13-Feb-2018
	Edit	Supervisor confirmation requested	
	Edit	External examiner 1 - Invite Sent	
	Edit	External examiner 2 - Invite Sent	
	Edit	Thesis sent out	
	Edit	Examination outcome letter sent	
	Edit	Award letter issued	
	Edit	Process Completed	
PG Convener	Edit	Examiner Nomination completed	13-Feb-2018
Exam Convener	Edit	Viva	
	Edit	Examination outcome received	
External Examiner 1	Edit	External examiner 1 - Invite Accepted	

## Resubmission

In the case of a resubmission the new softbound expected date will be entered on TAP and the resubmission box ticked. Other dates will be cleared and other resubmission dates will be recorded as the events happen.

## Student Files and My Campus

Copies of key paperwork will be kept on the students' files in the MVLS Graduate School and key milestones, plus examiner information added to My Campus by the Graduate School. The PGR Database will have a record of ITS and Thesis Submission dates.

Please refer any questions to [mvls-gradschool@glasgow.ac.uk](mailto:mvls-gradschool@glasgow.ac.uk)

Tel: 0141 330 5800