Flowchart for Students Undertaking a Research Degree Examination

If submitting more than one month before the end of your fee-paying period of registration, complete an Early Submission Form and submit it to the Graduate School for approval. Further information can be found here.

At least one month before submission, complete Part One of the Nomination of Examiners Form, including any request for restricted access. Hand this form to your supervisor for completion of Part Two and onward transmission to the Graduate School for approval. Further information can be found here.

By your deadline, submit two soft-bound copies, two CDs and a Thesis Submission Declaration Form to Student Reception in University House. Further information can be found here.

Your Department will advise you of the date, time and location of your viva. Prepare for your viva. Advice and guidance on this is available from here. Please note, you will need to log in with your ITS account to see the information.

Submit a hard bound copy containing a completed Library Declaration and Deposit Agreement and CD (not required for Masters) to Student Reception in Senate House. Further information can be found here.

By your deadline, send your corrected thesis to your internal examiner (or exams advisor if there is no internal examiner) to be checked by your examiners.

The examiner confirms to you and to the Graduate School that the corrections are satisfactory.

By your deadline, submit two soft-bound copies, two CDs, two copies of a memo (detailing how you have addressed the revisions) and a Thesis Submission Declaration Form. Take these to the Student Reception in Senate House. A fee will be payable.

Attend a second viva, if required by examiners.

The Graduate School or examiners notify you of the outcome.

Congratulations! Your award is conferred by the Steering Committee acting on behalf of the Senate. The Graduate School sends you a conferral letter.

You are invited to attend a Degree Congregation. Further information can be found here.

This is unlikely. The Graduate School will inform you of your right to appeal. Further details can be found here.

MINOR CORRECTIONS (up to three months)
The examiners will inform you of the required corrections and the deadline at your viva or soon afterwards.

MINOR CORRECTIONS

PASS

PASS

LOWER AWARD OR FAIL

RESUBMISSION

RESUBMISSION (up to twelve months)
The Graduate School will send you a letter containing the revisions required and your deadline.

By your deadline, submit two soft-bound copies, two CDs, two copies of a memo (detailing how you have addressed the revisions) and a Thesis Submission Declaration Form. Take these to the Student Reception in Senate House. A fee will be payable.

Attend a second viva, if required by examiners.

The Graduate School or examiners notify you of the outcome.

MINOR CORRECTIONS

PASS

LOWER AWARD OR FAIL

LOWER AWARD OR FAIL

LOWER AWARD OR FAIL

PASS

LOWER AWARD OR FAIL

PASS

LOWER AWARD OR FAIL

LOWER AWARD OR FAIL

PASS