

Appendix 2.6

Notes of Guidance for Examiners to Accompany the Thesis

Degree of MPhil

Submission of Preliminary Report

Examiners are requested to submit Appendix 2.7 – Preliminary Report to the Graduate School within 2 months of receiving the student's dissertation.

This document will be forwarded to you via email and is also available on the Graduate School web pages:

<http://www.gla.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/pgrexaminers/#d.en.191174>

Oral Examination

An oral examination is not compulsory for the Degree of MPhil. The decision on whether or not a viva is required will be made by the Convener up on the submission of the examiners' preliminary reports.

The oral examination should be held no later than 3 months after the submission of the dissertation.

Mandatory Training

Details of the generic training provided by the College are enclosed with the thesis. Examiners may discuss the research training with the candidate at the oral examination.

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 thesis 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 Thesis* form or in a report to the Convener from the Supervisor.

Examination Outcome

If a viva is not required, the Committee will be asked to complete Appendix 2.8 – Post Oral Report along with Appendix 2.8 – List of Corrections (if required) detailing any revisions required and stating the timescale in which these should be completed. These documents should be submitted to the Graduate School within 5 working

days following the decision not to hold a viva.

If a viva is required, the Committee will be asked to complete Appendix 2.8 – Post Oral Report along with Appendix 2.8 – List of Corrections (if required) detailing any revisions required and stating the timescale in which these should be completed at the conclusion of the viva. These documents should be submitted to the Graduate School within 5 working days following the viva.

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 thesis. The corrections shall be carried out within one month of receipt of the specifications to the satisfaction of the Internal Examiner. The student should submit an electronic PDF copy of their revised dissertation unless otherwise specified.

- 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 thesis 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 thesis. 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. The student should submit an electronic PDF copy of their revised thesis as well as two soft bound copies unless otherwise specified. The maximum time allowed for these corrections is 6 months.

- D The dissertation as a whole is unacceptable. The candidate is invited to resubmit the dissertation taking account the comment 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 **six 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. The student should submit an electronic PDF copy of their resubmitted dissertation as well as three soft bound copies.

- E **No degree be awarded.**

Post Oral Confirmation

In the event of the outcome of the oral being either B or C, examiners are required to sign Appendix 2.9 – Post Oral Examiners Report to confirm the changes have been made to their satisfaction and the degree can be awarded. The Convener will coordinate the completion of this form.

Payment of Expenses

Payment of the fee for examining the thesis will be made on receipt of the final report and the expenses form. All expenses are processed via the School.

<http://www.gla.ac.uk/colleges/socialsciences/info/students/graduateschool/pgexaminers>

