

TO BE HANDED TO THE CANDIDATE BY THE INDEPENDENT CHAIR

POST-VIVA INFORMATION

SHEET FOR CANDIDATES

FOR MPHIL, PHD, PROF DOC, DPHIL

These are important notes for you to read and understand. Please take a few minutes to become familiar with them.

General Information:

- 1) The outcome from today’s viva voce examination is a RECOMMENDATION from the examining team to the University’s Research Degrees Award Board. The outcome from this viva will not be confirmed until the next Award Board. Award Boards are held throughout the year – see over for dates.

- 2) Following the next Award Board the PGR Assessment Manager will write to you confirming the outcome and giving you the relevant information for the next steps of this assessment process.

Corrections/Amendments/Resubmission:

- 3) If you are required to undertake any further work to your thesis the examiners, via the Independent Chair, will prepare the relevant details for you. This will be sent to you with the recommendation letter via the PGR Assessment team following approval at the next Award Board.

- 4) The time you are given to make Corrections, Amendments or Resubmit your thesis will start from the date of the letter confirming the outcome of your viva from the Award Board and will be dependent on your registration as below.

| Mode of study | Minor Corrections | Minor Amendments | Major Amendments | Resubmission |
|----------------------|--------------------------|-------------------------|-------------------------|---------------------|
| Full time | 4 weeks | 12 weeks | 6 months | 12 months |
| Part time | 6 weeks | 18 weeks | 9 months | 18 months |

You should not expect to hear about the outcome until the publication date (see over), please wait until after the publication date before contacting this office. **Email correspondence will be sent to your UWE student email account.**

- 5) Once you have made any required changes to your thesis you must submit the thesis to the PGR Assessment Team in the Graduate School (Room 3E37) by the deadline as detailed in your letter. **DO NOT SUBMIT YOUR AMENDED THESIS DIRECTLY TO YOUR EXAMINERS.**

PLEASE NOTE:

PhD/Prof Docs/DPhil: The title of Dr cannot be used until you have completed all necessary regulatory requirements and the Award Board has made the Award, regardless of the outcome of today's viva.

Submission of thesis following amendments (corrections, amendments, major amendments) or following Resubmission:

- 6 a) Your amended thesis (**corrections, amendments or major amendments**) will be sent to your examiner/s. Following receipt of the appropriate forms from your examiners, we will write to you with details of what you need to do next, please allow at least eight weeks from submission before enquiring with the office about the progress of your examination.
- 6 b) In the case of an outcome of **resubmission** after a viva, we will ask your examiners to re-examine your thesis and decide whether another viva is required or not – if you do, your Director of Studies will liaise with you to set a date for your viva. If not, you may need to undertake some further amendments but we will write to you to let you know what is happening, please allow at least ten weeks from submission before enquiring with the office about the progress of your examination. After your viva or following the receipt of the examiners' outcome of the re-examination we will ask the Award Board to confirm the outcome. We will then write to you to confirm the outcome of your re-examination and provide you with details of what you need to do next.

Please note that at certain times of the year it can take longer than the suggested timescales for 6 a) and b) above.

- 7) You are responsible for ensuring you have requested, gained and attributed the relevant copyright permissions to **all** images or relevant quotes that you have included in your thesis.
- 8) Once all the above steps have been completed and the final version of your thesis has been added to the UWE Repository **and made public**, the PGR Assessment Team will forward all the relevant information to the Award Board in order for your degree to be awarded.

If you need any further information please contact us via research.degrees@uwe.ac.uk or by telephone 0117 3282544.

| Last Date for inclusion in the next Research Degrees Award Board | Publication date for decision made at Research Degrees Award Board |
|---|---|
| 28 November 2017 | 19 December 2017 |
| 13 February 2018 | 06 March 2018 |
| 27 March 2018 | 17 April 2018 |
| 12 June 2018 | 03 July 2018 |
| 28 August 2018 | 18 September 2018 |
| 30 October 2018 | 20 November 2018 |
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