

UNIVERSITY OF GLASGOW
Notes of Guidance for Examiners to Accompany the Thesis

Submission of Pre-Oral Report

Examiners are requested to submit a pre-oral report on the form provided to the Graduate School within eight weeks of receipt of the thesis or at least one week prior to the date of the oral examination.

Oral Examination

The regulations for the degree of PhD in the University of Glasgow state:

A candidate for the Degree of PhD must present himself or herself for oral examination by the Committee of Examiners on the subject matter of the thesis and its context. The requirement for an oral examination shall be observed at the first submission of the thesis. In undertaking an oral or other examination the candidate must follow any requirements for the assessment as stated by the Graduate School. Where a candidate has been permitted to resubmit a thesis for examination, an oral shall also be held other than in exceptional circumstances, where the Convener, on the recommendation of the Committee of Examiners, may seek the agreement of the Dean of Graduate Studies to set aside the requirement for an oral examination after resubmission. In such circumstances the agreement of the candidate must be obtained, otherwise the candidate shall have the right to insist on an oral being held.

The oral examination is normally held no later than three months after submission of the thesis.

Mandatory Training

Examiners may discuss the research training with the candidate at the oral examination.

Confidentiality

Examiners should treat the contents of the thesis they are examining as confidential and protect the personal data of candidates from unauthorised access or use. In some cases, there may be an additional requirement for a formal confidentiality agreement to be put in place, e.g. where the owners of intellectual property in the thesis wish to protect their interests. Examiners will be advised of this and provided with a confidentiality agreement at the time of their appointment if this is required. Examiners should return any hard copies of theses or delete any electronic copies. Final corrected versions not subject to embargo are made public in the University's online repository: <https://www.gla.ac.uk/research/enlighten/>

Examiners should note that while examination reports from examiners are treated as confidential within the University, they may be disclosed under a Freedom of Information request.

Role of the Supervisor

The supervisor does not normally attend the oral examination unless the candidate has specifically requested this. They 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.

Joint Report of the Committee of Examiners

Following the oral examination, Examiners will be asked to sign the Joint Report Form of the Committee of Examiners and where appropriate to provide a joint statement detailing any revisions required. 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.

c) the degree be awarded subject to **certain changes of substance in a specific element or elements of the thesis** 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.

d) the thesis as a whole is unacceptable. The candidate is invited to **resubmit** the thesis taking account of the comments of the examiners. The resubmitted thesis 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 **12 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.

e) the thesis as a whole is unacceptable for the award of a doctoral degree. The candidate is invited to revise and **resubmit** the thesis for a **Masters** degree.

f) **no degree be awarded.**

Submission of Joint Statement

Where correction, revision or resubmission is required the examiners prepare a joint signed statement specifying the requirements and stating the timescale.

Expenses

The expenses form should be submitted immediately following the oral examination and submission of final reports. Payment of the fee for examining the thesis will be made on receipt of the final report and the expenses form. This is issued by the Finance Office on a monthly basis and normally at the end of the month. Information on payroll deadlines can be found at <https://www.gla.ac.uk/myglasgow/payandpensions/payroll/payrolldeadlines/>.