Submission of three copies of thesis for examination

Grad School send theses and paperwork to examiners

Examiners complete pre-viva independent form

Student sits Viva

Examiners complete Joint Examiners’ Form

Minor/modest corrections

Student makes corrections and submits corrected thesis to examiner/Grad School as per Faculty

Examiner checks corrections

Student hands in to Graduate School: ethesis

Softbound thesis

Permission to Deposit form

Graduate School
1. Uploads ethesis to eprints
2. Deletes electronic copy of thesis
3. Sends to Library softbound thesis and Permission to Deposit form

Library
1. Stores softbound thesis, keeping a record of embargo as appropriate
2. Stores Permission to deposit form

Library sends list of embargoed theses to RDGC

If student submits corrected thesis to examiner, they need to notify Grad School they have done so

Pass

Resubmission/MPhil

In future eprints will have a ‘dark archive’ and will store the electronic version of the Permission to Deposit Form

Updated: August 2014