

Example Timeline for an Examination Resulting in a 6 Months Resubmission:

1st August: An Approval of Title and Nomination of Examiners form is received, which includes the thesis abstract and the proposed external examiner's CV. This is forwarded to the Dean of Postgraduate Studies for approval.

8th August: The Dean of Postgraduate Studies approves the above application. The RSST/MSGs contacts each examiner, inviting them to examine the thesis; notifies your supervisor(s); and emails you to remind you of your latest thesis submission date.

30th September: You submit 2 softbound copies of your thesis to the RSST/MSGs by your deadline. You also submit a Research Degree Entry Form, which has been signed by you, your supervisor, a member of the RSST/MSGs, and a member of the Tuition Fees Team. As your examiners have already been appointed, and no fees are outstanding, we are able to proceed with the examination.

3rd October: A copy of your thesis is sent to each examiner; your supervisor is notified and begins making arrangements for your viva. Your viva is arranged for 3rd January, and your School confirm the time and venue.

20th December: The RSST/MSGs receives the Preliminary Reports from both your examiners. These are forwarded to the Dean of Postgraduate Studies for his signature.

3rd January: Your viva takes place. Your examiners informally advise that you have passed your viva, and they recommend you resubmit your thesis within 6 months for the consideration of the internal examiner only.

17th January: The RSST/MSGs receives your examiners' Joint Report form. This is forwarded to the Dean of Postgraduate Studies for his signature.

24th January: The Dean of Postgraduate Studies signs off your Joint Report. Because we have both Preliminary Reports and the Joint Report, we are able to email you with formal confirmation of the outcome of your examination. We advise that the deadline for the resubmission of your revised thesis is 27th July.

27th July: You resubmit 1 softbound copy of your revised thesis to the RSST/MSGs by your deadline.

30th July: Your revised thesis is sent to your internal examiner. We ask that they provide their Resubmission Report within 6 weeks of receiving your thesis.

10th September: The RSST/MSGs receives the internal examiner's Resubmission Report. It recommends the award of the degree. This is forwarded to the Dean of Postgraduate Studies for his signature.

17th September: The Dean of Postgraduate Studies signs off the Resubmission Report. We email you to confirm the outcome and ask you to submit a hardbound copy (2 copies for students in Medical Sciences) of your final thesis, an electronic copy, and a Library Declaration form within 1 month.

17th October: We receive your hardbound copy, electronic copy, and Library Declaration form. Because we have all the necessary items, we are able to produce your Pass List and Statement of Qualification, which we email to you. Should places be available, you are eligible to attend a Congregation in December. (Please note, students in Medical Sciences also require confirmation from their supervisors that their lab book/research diary has been returned before issuing the Pass List.)