

TO BE HANDED TO THE CANDIDATE BY THE INDEPENDENT CHAIR

POST-VIVA INFORMATION 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 Credit and Research Degrees Award Board (RDAB). The outcome from this viva will not be considered until the next Award Board. Award Boards are held throughout the year. Details of dates for all meetings can be found [here](#).
- 2) Following the next Award Board the PGR Assessment Manager will write to you confirming an outcome of the viva 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 by the PGR Assessment team following the Award Board.
- 4) The time you are given to make Corrections, Amendments or Resubmit your thesis will start from the date of the letter detailing 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 of your viva until the publication date (5 working days after the Board have met), please wait until after the publication date before contacting the Final Assessment Team via research.degrees@uwe.ac.uk. **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 by the deadline and 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.

- 6) **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. If you require a second viva 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 6 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 or 0117 3281072.