

Submit Intention to submit form

- **3 months** before expected submission student completes Part A of the ITS form and sends to Dept
- Department completes remaining information and returns form to Graduate School
- Graduate School panel reviews form
- Graduate School invites External Examiner to examine thesis

Pre-viva Thesis Submission Blackboard Organisation

- After submitting ITS form student checks access to Pre-viva Thesis Submission Blackboard Organisation (and contacts graduate.school@aber.ac.uk if any problems)
- When ready to submit, ensure correct forms are bound into thesis and added onto BB.
- Student to submit pre-viva thesis to pre-viva thesis submission BB site.
- Graduate School despatches theses to examiners

VIVA

- Department organises Viva – usually within 12 weeks of despatch of thesis to examiners
- Viva is held – usually face to face. (Online vivas can take place with the Head of Grad School approval)
- Viva team issues Interim report form to student at viva.

Post VIVA - Resubmission

- Department will write to student with required amendments.
- Academic Registry to write formally with result and resubmission deadline.
- Process starts again - intention to submit form 3 months pre-submission
- Examiners receive thesis and decide whether second viva is needed

Post Viva - pass with corrections

- Department will write to student with list of corrections and when they are to be completed.
- Student must submit corrections on time to the Academic Department
- Department will forward corrections to the examiner
- Examiners sign off that all corrections have been made

Final Confirmation

- Examiner(s) will sign and return final confirmation report form to Department.
- Department will confirm to student that corrections have been accepted
- Student must upload Final version on time to Final Thesis Submission BB site.
- Academic Registry will contact the student regarding their result, certificate and graduation (NB no-one can attend degree ceremonies until a formal result is confirmed).