

**RESEARCH DEGREES EXAMINATION ARRANGEMENTS:
NOTES FOR RESEARCH STUDENTS**

1. Before submitting your thesis, you should familiarise yourself with the relevant parts of the Academic Regulation A6: Research Degrees. Please note that you cannot submit your thesis until your Supervisory Team have an approved Examination Team in place. Web link to University Academic Regulation, A6: Research Degrees:
<https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/governance-and-academic-quality/quality-assurance-and-regulations/academic-regulations/>
2. You must submit your thesis for examination in “soft white card binding”. Please liaise with your School in terms of the process involved in arranging for binding of your thesis as you cannot approach the University’s Graphics and Printing Service directly. The Graphics and Printing webpage can found at:
<https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/graphics-and-printing>.
Pre-Viva, the School will pay for the binding costs. When the thesis has been bound, you should formally submit your thesis for examination to the Research Degrees Office. You will need to submit the following items:
 - one copy of the thesis for each examiner;
 - completed *Research Student's Self-Declaration (RDDecl)* form. If you are requesting an embargo, which if approved by the Graduate School Board is limited to 2 years in the first instance, you should ensure that your Principal Supervisor’s supports and endorses the form and highlight this potential embargo to the University’s Commercial Operations Support (COS) Department, prior to submitting your thesis for viva examination.
 - In addition, you must undertake an electronic plagiarism check of your thesis submission using Turnitin UK. You will need to upload your thesis using the “Thesis submission to Turnitin PDS” section of the Graduate School Campus Moodle and include a summary report as part of your thesis submission.
3. The examiners will be sent a copy of your thesis and requested to make a preliminary report. You will be informed of the date, time and place of the oral examination by the Research Degrees Office. If there are any special circumstances which may adversely affect your academic performance, you must notify your Principal Supervisor and the Research Degrees Office in a timely fashion.
4. After the oral examination and where the examiners are in agreement, they shall submit a joint recommendation with regard to the award of the degree. The Research Degree Office will communicate this outcome to you in writing, including a note of any corrections/ amendments detailed by the examination team. It is your responsibility to amend the thesis in accordance with the exam team’s instructions and depending on the outcome, one or both members of the examining team will be given responsibility for checking that the thesis has been satisfactorily amended. They will read the appropriate sections of the final thesis and confirm by email to the Research Degrees office that the amendments have been made to their satisfaction. It is only at this stage you can then prepare the final electronic version of your thesis.
5. An electronic copy of the thesis should then be submitted by the student to the Research Degrees Office for distribution by the Research Degrees Office to the University Library for uploading to the OpenAIR repository.

6. Please note that the Research Degrees Committee will not recommend the award of the degree to Academic Council until confirmation has been received that:

- any required amendments have been made to the examiner(s) satisfaction;
- the final electronic version has been received by the Research Degrees Office.

At this stage, your details will be passed to the Academic Administration Department and they will contact you about arrangements for graduation.

Information on arrangements for re-examination and appeals against an examination decision are contained within A6: Research Degrees.

IT IS ESSENTIAL THAT YOU KEEP US INFORMED OF YOUR CURRENT POSTAL ADDRESS

Research Degrees Office
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