



## **Guidance to the process for examination arrangements for research degrees at Glasgow Caledonian University**

1. The examination process for postgraduate research degrees is administered by Academic Registry on behalf of the Research Degrees Committee (RDC).
2. This guidance should be read in conjunction with Regulations for the Award of Research Degrees by Glasgow Caledonian University and the Guidelines for Thesis Preparation.
3. The Director of Studies (or another member of the supervisory team where necessary) should complete and submit the examiners approval form (RDC5: Approval of Examiners) as soon as examiners have been chosen.
4. The RDC5 should be submitted a minimum of 2 months prior to the expected date of the viva-voce examination.
5. Respecting the academic integrity of the process is critical to the reputation of the university, and Research Degrees Committee recommends that examiners have a minimum of 4 weeks to read and assess the thesis.
6. The RDC5 paperwork specifies an “expected” date of examination as the committee understands the actual date of the examination can be subject to variation, depending upon when the thesis/portfolio is ready for submission.
7. If the date of the examination is fully agreed and will not be subject to change, please indicate this on the RDC5 form.
8. In this case the thesis **MUST** be submitted a minimum of 5 weeks prior to the specified examination date.
9. If the actual date of the viva has not been agreed at the point of submission of the RDC5, it is the responsibility of the Director of Studies (or another member of the supervisory team where necessary) to inform Academic Registry of the actual date of the examination as soon as it is agreed. Once the actual date of the examination is agreed the thesis/portfolio must be submitted a minimum of 5 weeks prior to the actual date of the examination.
10. The following paperwork should be submitted to the relevant school research administrator for approval by the Associate Dean of Research:
  - a. completed form (RDC5),
  - b. 1 page CV for all examiners.
11. The research administrator in the school will submit the information to Academic Registry ([researchdegreeexams@gcu.ac.uk](mailto:researchdegreeexams@gcu.ac.uk)) for approval by the Chair of RDC.
12. The approval of the examination arrangements will be done as soon as possible but can take between 5 and 7 working days.

13. The candidate and supervisory team will receive email confirmation once approval of the examiners proposed on the RDC5 is obtained from the Chair of RDC.
14. At this time, the candidate is invited to submit electronic copy of their thesis/portfolio (either Word (.docx) or Acrobat (.pdf)) with the completed thesis declaration form (RDC8: Candidate's declaration form) signed by the student & supervisor to Academic Registry ([researchdegreeexams@gcu.ac.uk](mailto:researchdegreeexams@gcu.ac.uk)).
15. In the interests of academic integrity, the thesis/portfolio MUST be submitted at least 5 weeks prior to the actual date of the examination.
16. The submitted thesis/portfolio, and appropriate paperwork (RDC9: Preliminary report and recommendation of an examiner on a candidate for the degree of Master/Doctor of Philosophy, Guidance for Examiners, Regulations for the Award of Research Degrees by Glasgow Caledonian University) will be sent to the examiners as soon as possible normally within 5-7 working days following submission.
17. Examiners are asked by Academic Registry to confirm, by return of email, that they are willing to undertake the examination of the thesis/portfolio.
18. At this time, if the actual date of the viva-voce examination has not been agreed, the Director of Studies (or another member of the supervisory team where necessary) is requested to liaise with the examiners to agree the actual date (and time) for the viva-voce examination.
19. As soon as the actual date of the examination is agreed the Director of Studies (or another member of the supervisory team where necessary) must inform Academic Registry ([researchdgreeexams@gcu.ac.uk](mailto:researchdgreeexams@gcu.ac.uk)).
20. If the actual date of the viva-voce examination has been agreed previously, then the Director of Studies (or another member of the supervisory team where necessary) should provide this information to Academic Registry ([researchdegreeexams@gcu.ac.uk](mailto:researchdegreeexams@gcu.ac.uk)) in line with guidelines 7-9 above.
21. If the viva-voce examination is to take place on campus it is the responsibility of the Director of Studies (or another member of the supervisory team where necessary) to book a suitable room for the examination and inform Academic Registry of the room details when booked.
22. Where the viva-voce examination is to be conducted by video-conferencing it is the responsibility of the Director of Studies and the viva Chair to make the appropriate arrangements with everyone involved in the examination, and to test the chosen video-conferencing software (including the stability of internet connection) prior to the date of the examination.
23. When the actual date (and room where appropriate) has been agreed and communicated to Academic Registry ([researchdegreeexams@gcu.ac.uk](mailto:researchdegreeexams@gcu.ac.uk)) Academic Registry will organise the following steps of the process:
  - a. An email will be sent to each examiner (cc: to the Chair of the examination) asking that they complete and return the RDC9 report by email, to Academic Registry a minimum of 5 working days before the viva-voce examination.
  - b. An email will be sent to the Chair of the examination with the details of the examination and the RDC10 (Recommendation of the examiners on a

- candidate for the degree of doctor of philosophy) form which must be completed at the end of the viva-voce examination.
- c. An email is sent to the student, supervisory team and the Chair of the examination confirming the details of the viva-voce examination.
24. Upon receipt of the RDC9 reports, the preliminary recommendations and reports on the thesis/portfolio are reviewed by Academic Registry for any significant divergence of opinion between the examiners, with the Chair of Research Degrees Committee being consulted as appropriate.
  25. The Regulations for the Award of Research Degrees by Glasgow Caledonian University state that the Research Degrees Committee can cancel a viva-voce examination in the following situations:
    - a. The preliminary reports (RDC9) have not been received prior to the viva-voce examination.
    - b. The preliminary reports (RDC9) contain such divergent opinions that the examination should not proceed.
    - c. The preliminary reports (RDC9) indicate that it is the opinion of the examiners that the viva-voce examination should not proceed.
  26. At this time, Academic Registry will share the preliminary reports (RDC9) between the examiners and the Chair of the examination to enable an informed discussion at the viva-voce examination pre-meeting between the examiners and chair, prior to commencing the viva-voce examination.
  27. Any changes to examiners, Chair of the examination or any details of the examination must be communicated to Academic Registry ([researchdegreeexams@gcu.ac.uk](mailto:researchdegreeexams@gcu.ac.uk)) as soon as possible so that these changes can be noted and the relevant paperwork updated.

### Flowchart of process for examination

