PGR Examinations Process

This document provides guidance to staff and postgraduate researchers (PGRs) on the different stages of the examination process for a PhD or MPhil award. The guidance is divided into the following sections.

1. Thesis Submission Stage – this explains the process for a PGR submitting their thesis for examination. To request submission of their thesis, PGR's must use this online form.

2. Examination Panel Approval Stage – this explains the process for a PGR's examination panel to be nominated, approved, and set up.

3. Initiating the Viva Stage – this explains how a viva date is arranged and confirmed, and how the details are communicated out.

4. The Viva Stage – this explains the actual viva itself

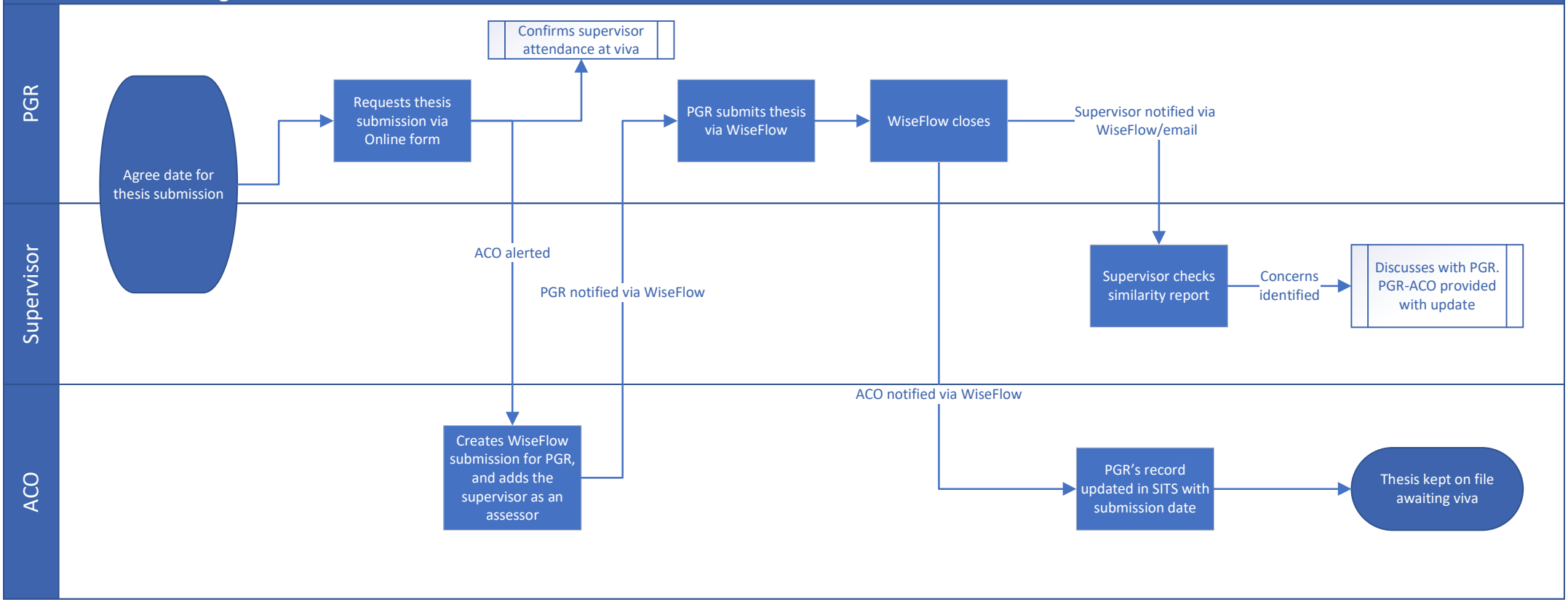
5. Post Viva Stage Thesis passed – this explains the process after a viva takes place, and the PGR has passed (no corrections at all)

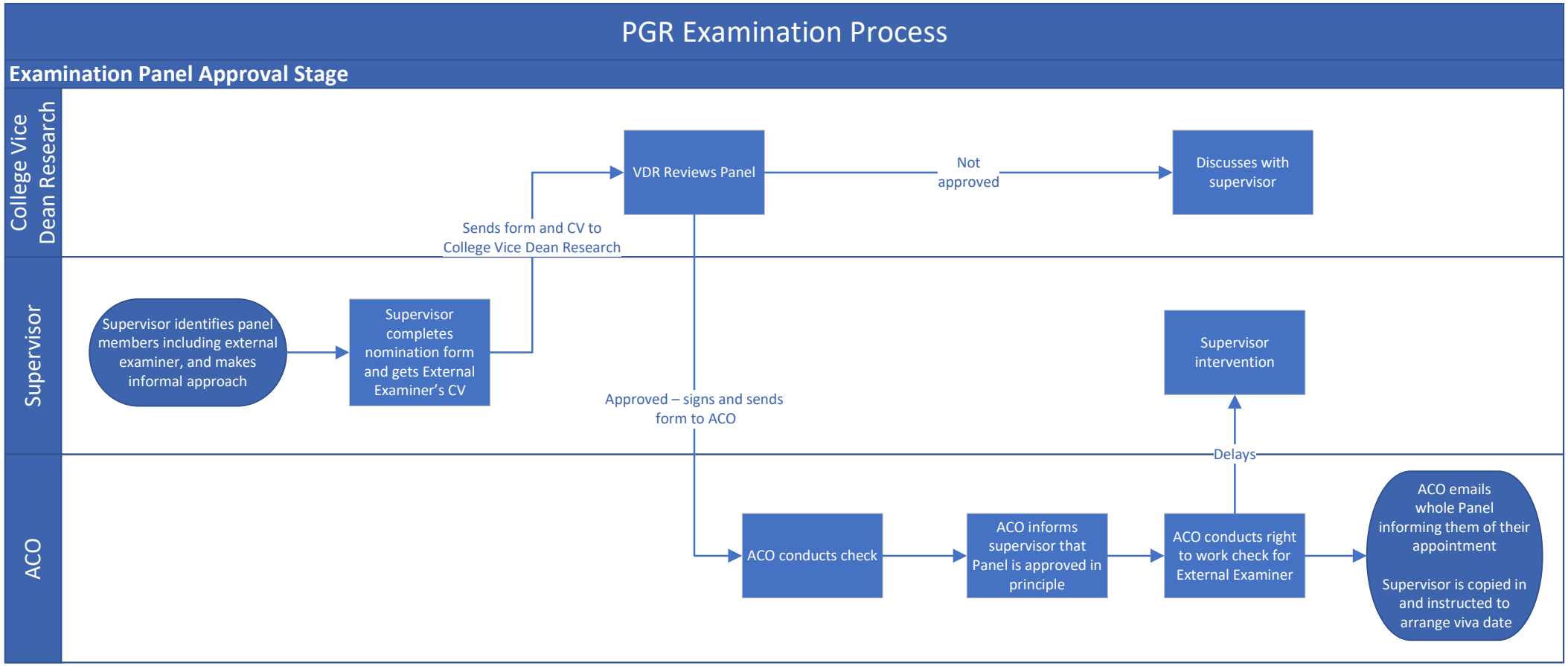
6. Post Viva Stage Thesis passed – this explains the process after a viva takes place, and the PGR is required to correct their thesis.

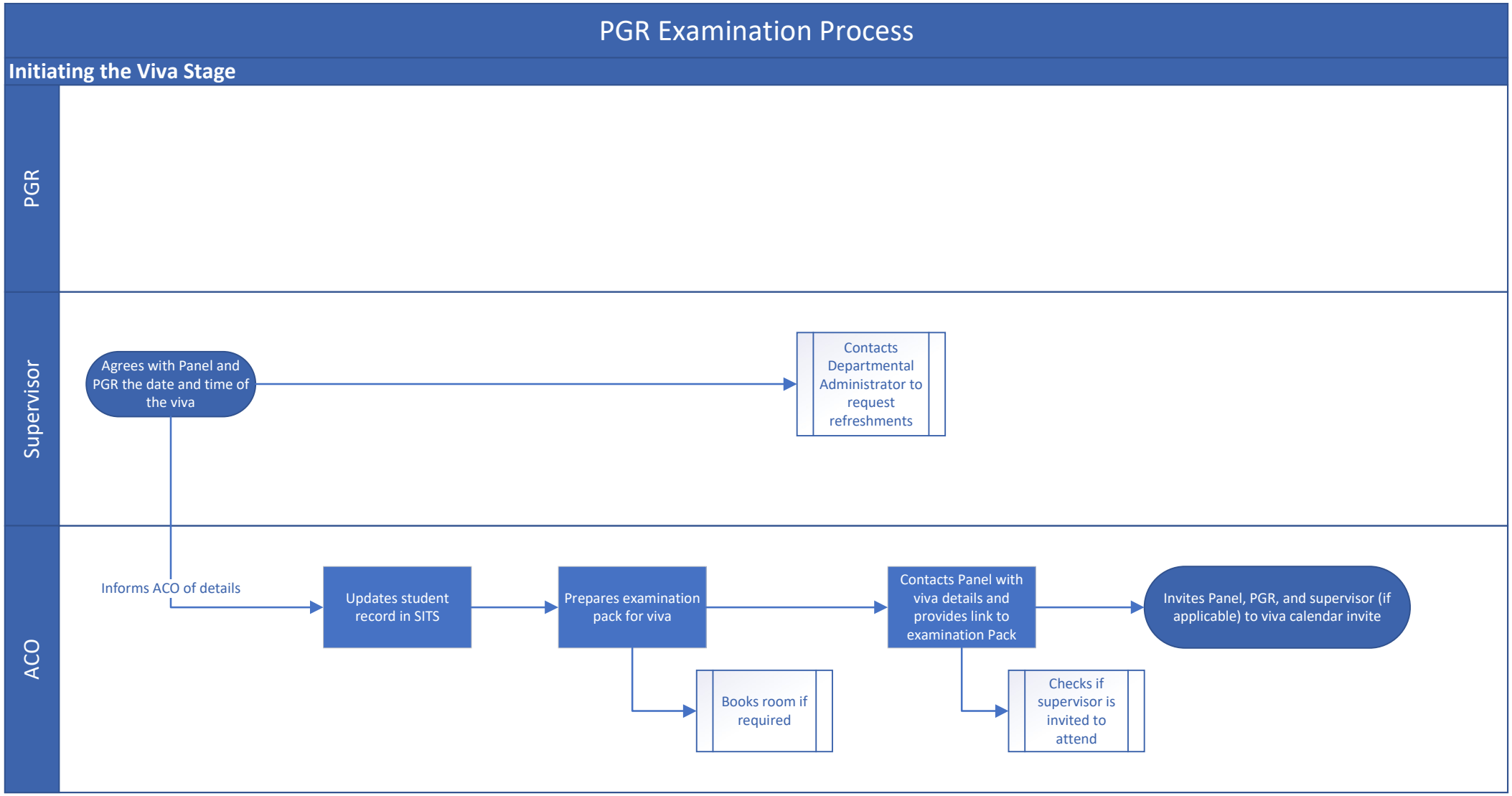
Additional guidance on the examination process can be requested from PGR-ACO@brunel.ac.uk

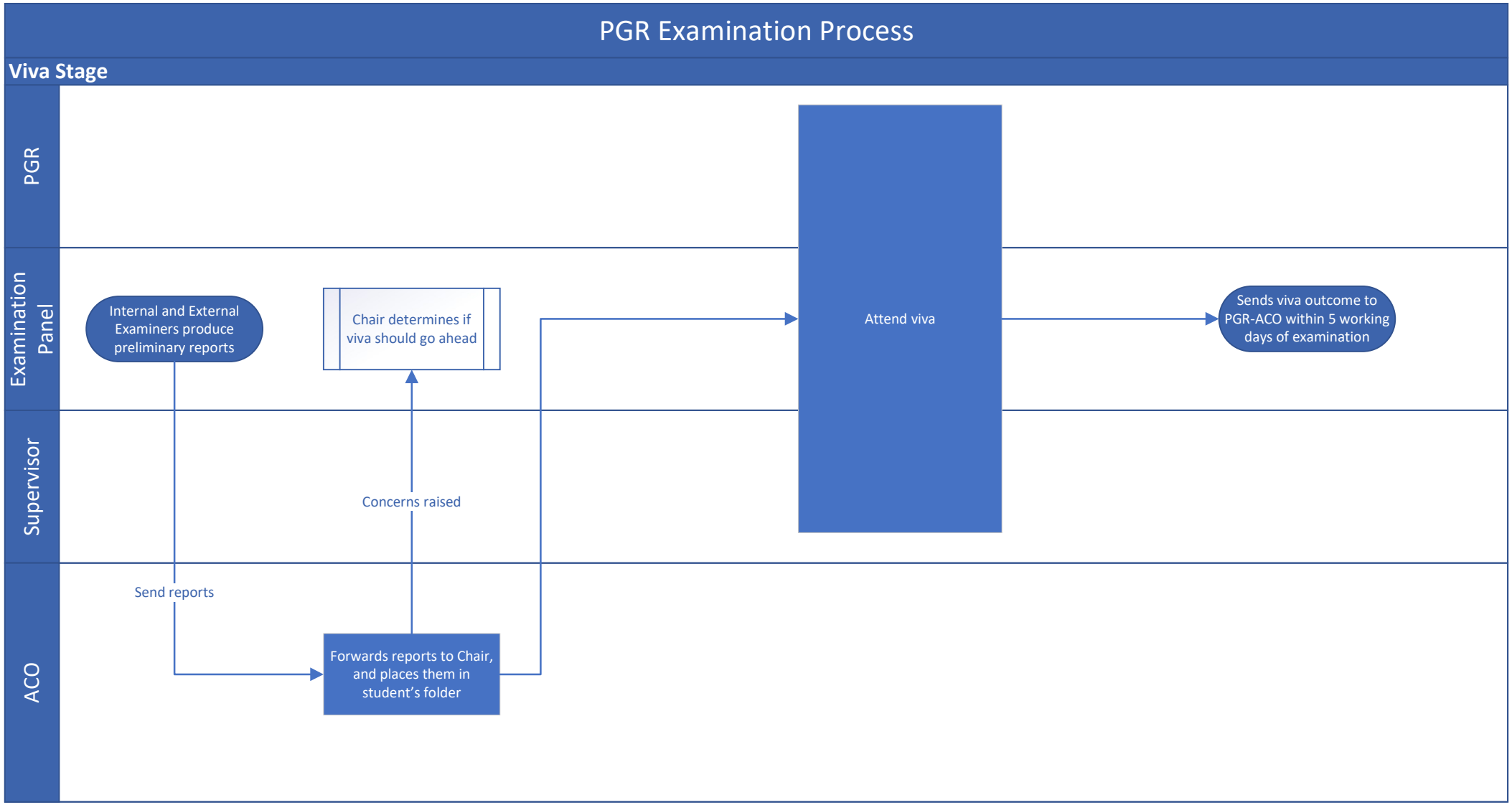
PGR Examination Process

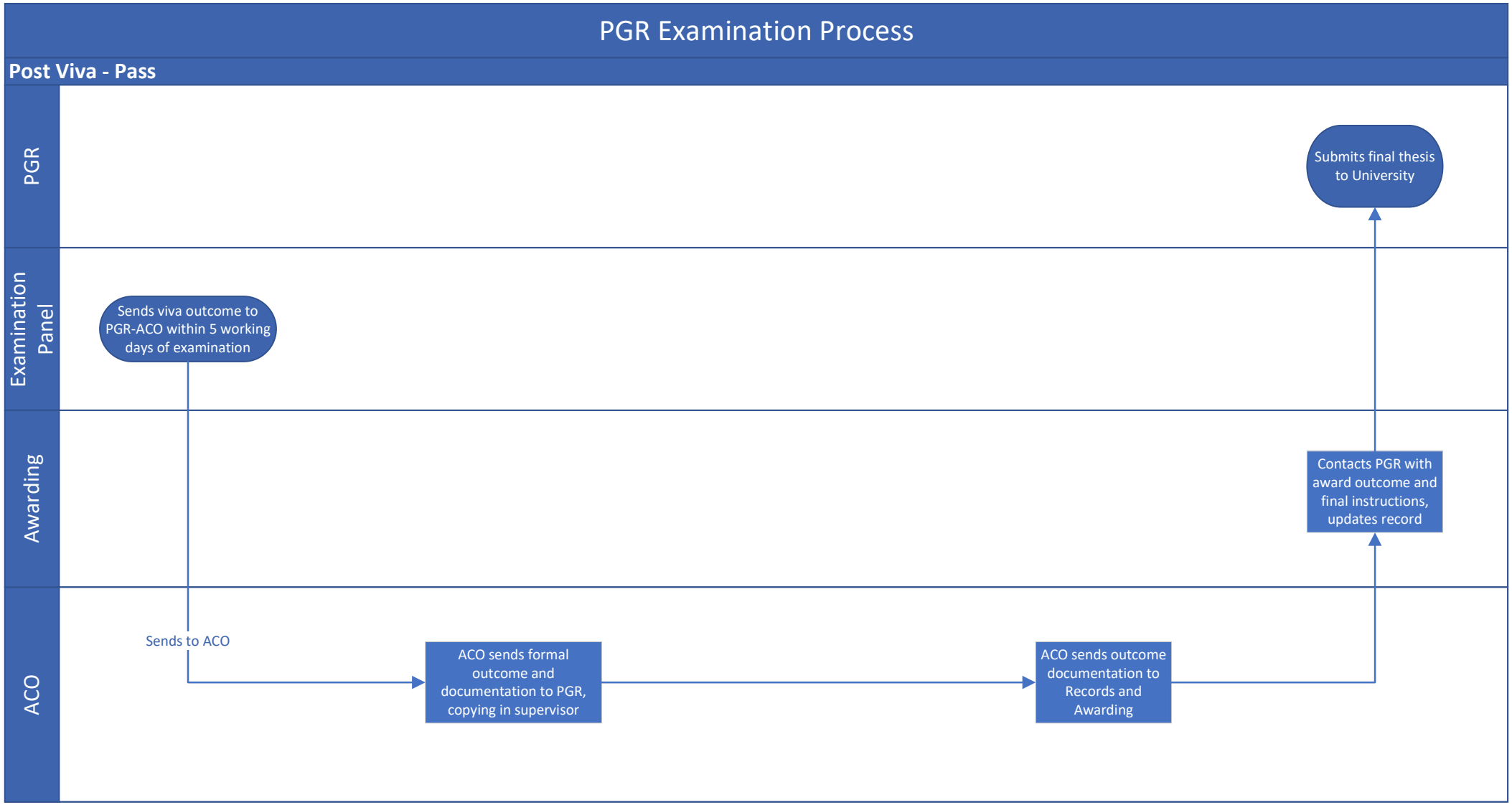
Thesis Submission Stage




PGR Examination Process
Examination Panel Approval Stage
College Vice Dean Research
Supervisor
ACO
VDR Reviews Panel
Not approved
Discusses with supervisor
Sends form and CV to College Vice Dean Research
Supervisor identifies panel members including external examiner, and makes informal approach
Supervisor completes nomination form and gets External Examiner's CV
Supervisor intervention
Approved – signs and sends form to ACO
Delays
ACO conducts check
ACO informs supervisor that Panel is approved in principle
ACO conducts right to work check for External Examiner
ACO emails whole Panel informing them of their appointment
Supervisor is copied in and instructed to arrange viva date

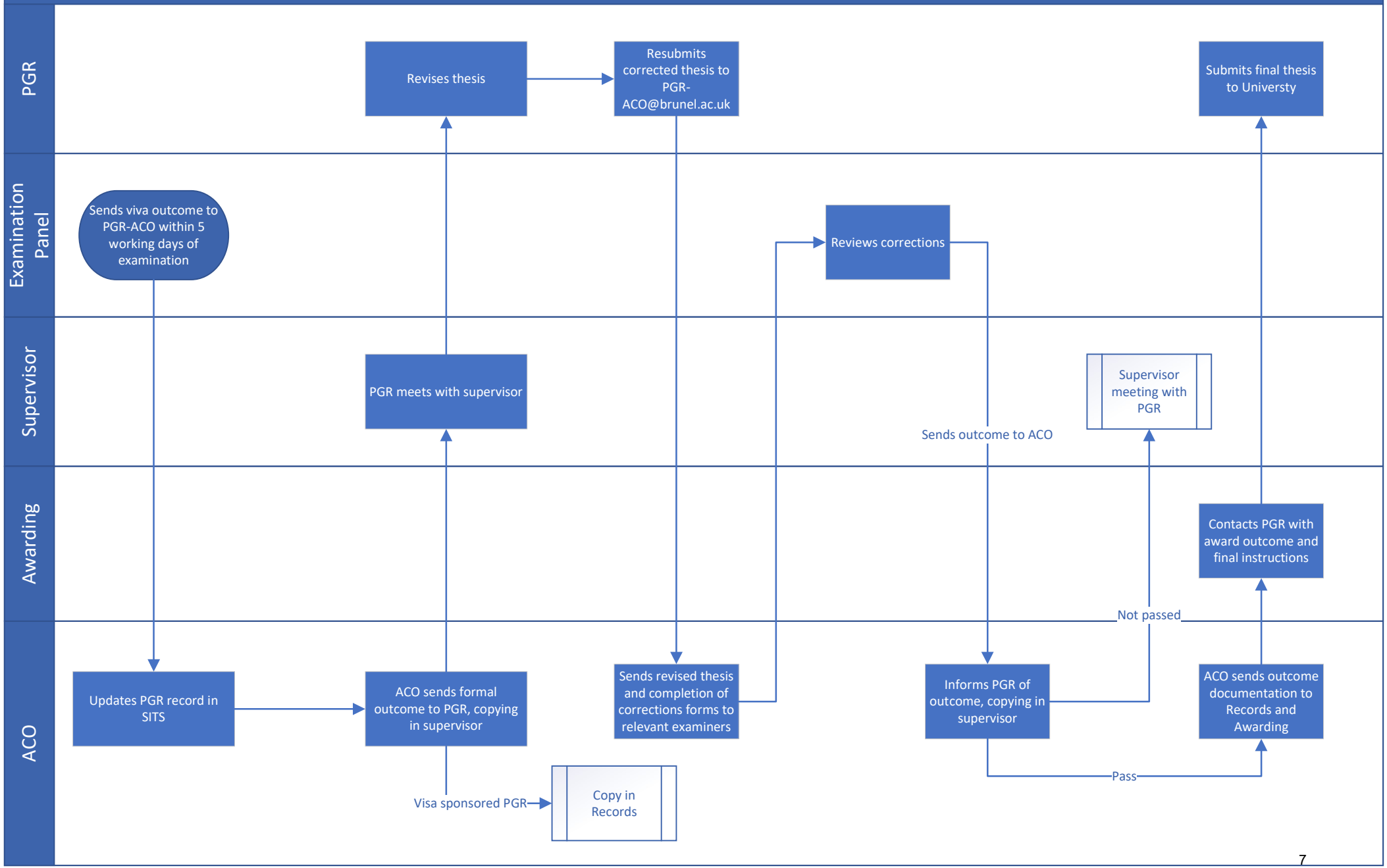

PGR Examination Process
Initiating the Viva Stage
PGR
Supervisor
ACO
Agrees with Panel and PGR the date and time of the viva
Contacts Departmental Administrator to request refreshments
Informs ACO of details
Updates student record in SITS
Prepares examination pack for viva
Books room if required
Contacts Panel with viva details and provides link to examination Pack
Checks if supervisor is invited to attend
Invites Panel, PGR, and supervisor (if applicable) to viva calendar invite

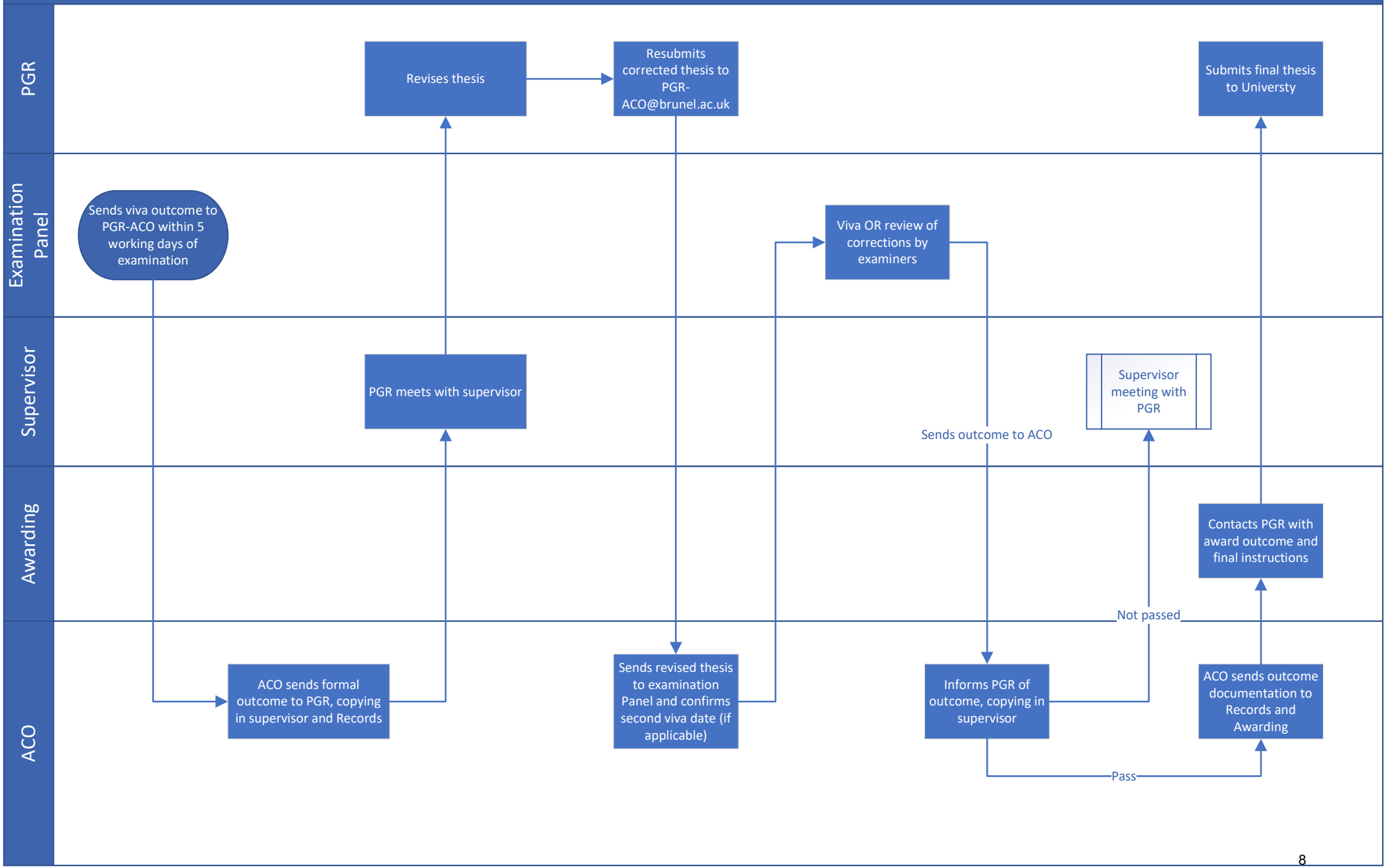

PGR Examination Process
Viva Stage
PGR
Examination Panel
Supervisor
ACO
Internal and External Examiners produce preliminary reports
Chair determines if viva should go ahead
Attend viva
Sends viva outcome to PGR-ACO within 5 working days of examination
Concerns raised
Send reports
Forwards reports to Chair, and places them in student's folder


PGR Examination Process
Post Viva - Pass
PGR
Examination Panel
Awarding
ACO
Submits final thesis to University
Sends viva outcome to PGR-ACO within 5 working days of examination
Contacts PGR with award outcome and final instructions, updates record
Sends to ACO
ACO sends formal outcome and documentation to PGR, copying in supervisor
ACO sends outcome documentation to Records and Awarding

PGR Examination Process

Post Viva – 6 Month Corrections



PGR Examination Process

Post Viva – 12 Month Corrections