

FAQS RESEARCH STUDENTS: MPHIL, LLM (RES) AND PHD ONLY

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1. How does the submission process work?

1a)

The student needs to complete an intention to submit form

<http://www.aber.ac.uk/academicoffice/postgraduate/intentiontosubmit08.doc> at least one month PRIOR to the date that they intend to submit their thesis. Departments send this form to the Academic Office. The nominated examiners must then be approved by the Office of Postgraduate Studies.

After their approval the Academic Office writes to the External Examiner for his/her formal written acceptance to act as an examiner. Without receipt of this agreement the thesis cannot be sent to the examiners.

1b)

Students complete the submission documents available here

<http://www.aber.ac.uk/academicoffice/postgraduate/index.shtml> which are submitted to their department along with the two copies of the thesis. The department then forwards the thesis to the Registry. Please note that the thesis cannot be dispatched to the examiners without the student being clear of any debts to the University. Fee checks will be completed by the Academic Office and require no action on the part of the Student; unless they have an outstanding balance to pay.

2. Submission Fees:

2a) Staff Candidate, who were exempt from tuition fees as staff candidates must pay a submission fee of £205 Mphil/£248/PhD (2009/2010 fee) before their thesis can be examined. Submission fees can be paid by cheque, in person to the finance office or by telephone (tel: 01970 622040) with a bank or credit card. Please provide your student number along with your payment. If payment is made to the Cashier please ask for confirmation of the payment to be sent to the Academic Office. If your department is arranging for payment on your behalf through a departmental code please contact us (tel: 01970 622272/email:pgsstaff@aber.ac.uk) for further instructions.

2b) Re-Submission Fees:

All students who are re-submitting their thesis must pay the fee as outlined in their result letter

3. Can my thesis be sent directly to the examiner(s) by my department? I am anxious to get my thesis examined as quickly as possible. NO. All copies of theses must be sent via the Academic Office. Please inform the Academic Office of instances where this request has been made.

4. Who makes arrangements for my Viva?

Arrangements for the Viva Voce are made by your department. Please liaise with the Postgraduate Co-ordinator in your department for your viva date. You will receive written confirmation from the Academic Office once your thesis has been sent to the examiners and your viva should normally be held within 12 weeks of the Examiners receiving your thesis. However, on occasion this may not be possible due to scheduling conflicts. Your department should always keep you informed of any delays in organising your viva.

5. after the viva:

I've just had my viva, what happens next?

Successful subject to Minor corrections or Amendments:

The Chair of your viva is responsible for ensuring that you receive **written and clear feedback** of any minor corrections (4 week deadline) or corrections and amendments (12 week deadline) that have been requested by the examination board. This information should be given to you on the day of the viva or very soon thereafter. You should also receive written confirmation of the date that these corrections are due. It should be made clear to you to whom you are to submit any corrections and by what means. **Please note that candidates who do not complete the corrections within the given time limit will be required to pay the full re-submission fee.**

6. The Report:

The Examiner's Report is sent to the Academic Office confirming your result. You will receive a copy of the joint report along with your official result letter from the Academic Office

7 CORRECTIONS PROTOCOL:

Your supervisor can advise you about your corrections during the correction period prior to you submitting them to the examiners. When you are satisfied that all the required corrections have been made, the thesis should be submitted **once** to the examiners. Once submitted the thesis may not be referred back to the candidate for further amendment or improvement.

Please note that regardless of the method by which the corrections were sent to the Examiners for checking (electronic or hard copy) if the corrections are considered not to have been completed to the satisfaction of the examiners the thesis will be deemed to have been unsuccessful with no opportunity to re-submit.

The University recognises that many research students are no longer based in Aberystwyth. Corrections may be sent to the examiners electronically under the following conditions:

That the corrections are submitted once, and once only to the examiners

The electronic version has been **saved as a read only , password protected or locked for editing setting** for example in Word "Protect Document" setting.

If corrections are submitted electronically it is expected that the hard copy should be submitted as soon as possible thereafter.

8. Permanent binding:

Once the required corrections or amendments have been completed and approved the student needs to provide two permanently bound copies of their thesis to their department.

What date should the Spine bear?

The Spine should bear the year in which you submitted irrespective of when your corrections were completed. For example, if you submitted in September 2009 but your viva was not held until 2010 the Spine should still bear the 2009 date. Re-submitted theses should bear the date of re-submission.

9. Do I need to submit an electronic copy of my thesis?

Yes, you are required to submit an electronic copy of the final version of your thesis to your department, along with the hard copies, for deposit to the University's institutional research repository (CADAIR). Students may choose to place an embargo on electronic dissemination of their thesis on CADAIR. For further information, the forms and procedures, please go to the CADAIR website <http://cadair.aber.ac.uk/dspace/> or contact the repository advisor Dr. Nicky Cashman (Tel. 01970 622396 cadair@aber.ac.uk).

10. When will I receive my official result letter?

Your official Result letter will be sent by the Registry once your department has confirmed in writing to the Registry that the final bound version of your thesis has been deposited into the libraries.

11. I have to resubmit my thesis, what happens next?

The Chair of your viva is responsible for ensuring that you receive **written and clear feedback** on your viva and the points that have been addressed prior to resubmission. This information should be given to you on the day of the viva or very soon thereafter. Both copies of your thesis should also be returned to you.

Once the Academic Office has received the Official Report from your department we will write to you confirming your result.

The Academic Office will write to you with your official results letter. The letter will confirm your latest resubmission date and the required re-submission fee. At this time you will also receive a copy of the Joint Report of the examiners. Your student record will be updated to reflect your re-submission deadline.

It is important to keep in contact with your supervisor and your department to ensure that you make all the modifications to the thesis with are required by your examiners. You should also ensure that your supervisor has the opportunity to see the fully-revised thesis and to give you comments on it before it is re-submitted.

When you resubmit your thesis you will need to complete another intention to submit form: <http://www.aber.ac.uk/academicoffice/postgraduate/intentiontosubmit08.doc> and the same submission documents as you did for your first submission.

12. Appeals:

You have **two** months from the date of your official result letter to appeal the decision of the Examination Board. Please read the following web pages for the Grounds and Procedures of Appeals: <http://www.aber.ac.uk/en/regulations/appeals/pg-appeals/>

13. Graduation:

What is the deadline to attend the Graduation Ceremonies each year?

The deadline for students who wish to attend the formal graduation ceremony is 10th June. Students must have **fully completed** their Examination process including completion of all corrections and submitting of the final bound versions of their work to their department to be eligible to attend the ceremony.

I'm unable to attend the ceremony / I've missed the deadline for this year's ceremony; can I defer attending the ceremony till next year?

Yes. Please contact the Graduation Office (graduation.office@aber.ac.uk Tel: 01970 622048) for details. Please note that your Official Certificate will not be issued until you have actually attended the ceremony.

Alternately you may choose not to attend the ceremony and graduate in Absentia.

14. I have chosen to Graduate in Absentia, how long until I receive my certificate?

If you choose not to attend the graduation ceremony, your Certificate will be dispatched by the Graduation Office 6-8 weeks following the official result letter from the Academic Office. Your result letter will indicate the postal address where your certificate will be posted. It is essential that you inform the Graduation Office (graduation.office@aber.ac.uk / Tel: 01970 622048) of any changes to your address.

15. I need confirmation of my degree right away to show my funding body/employer etc.

The Academic Office can produce, on headed paper bearing the University stamp, confirmation that you have qualified for your degree and that your Official Certificate is pending. To request a letter please contact aocstaff@aber.ac.uk Tel: 01970 622022. Students must have **fully completed** their Examination process including completion of all corrections and submitting of the final bound versions of their work to their department for the Academic Office to provide this confirmation. Please allow 3-5 working days for preparation of the letter.

16. Keeping in Touch/Useful contacts

Please keep in touch with the University by informing us of any changes to your address by E-mail to: pgsstaff@aber.ac.uk or by writing to:

Academic Office, Old College, Kings Street Aberystwyth SY23 2AX

Staff in the Academic Office dealing with Research Post Graduate Students:

Diana Bain dnb@aber.ac.uk 01970 622195 and Ruth Babcock-Whelan rub@aber.ac.uk 01970 622272

Finance Office Cashier: gah@aber.ac.uk Tel: 01970 622040

Repository Advisor: Nicky Cashman nnc@aber.ac.uk 01970 622396

Graduation Office: Helen Davies graduation.office@aber.ac.uk Tel: 01970 622048

17. Further Reading:

Aberystwyth University Academic Rules and Regulations Web Pages

<http://www.aber.ac.uk/en/regulations/>