



THE UNIVERSITY of EDINBURGH
School of GeoSciences



E³ DTP Year 4

Final route to PhD Award



Final route to PhD Award

Administrative procedure

1. Submission
2. Examination
3. Corrections
4. Final submission
5. Award

College PGR Sharepoint:


<https://uoe.sharepoint.com/sites/CSCE/AcademicAffairs/assessment/SitePages/Home.aspx>

1. Submission of thesis

2 months before

- **NITS** form: Notification of Intention to Submit

Notice of Intention to Submit (or resubmit)
A Thesis for Examination


THE UNIVERSITY
of EDINBURGH

**Send to the Secretary of the appropriate College Postgraduate Studies
Committee at least two months before the date of submission**

<div><div></div><div>The Degree of (<i>Doctorate, MPhil, MSc by Research</i>)</div><div>in the College of (<i>delete which colleges are not applicable</i>)</div><div>Name in full: (<i>initials not sufficient</i>)</div><div>Matriculation number (UUN):</div><div>Address: (<i>to which your examination results will be sent. Please ensure your details are up to date on MyEd</i>)</div></div>	Choose an item.	
	Arts, Humanities & Social Sciences / Science & Engineering / Medicine & Veterinary Medicine	
	Click here to enter text.	
	Click here to enter text.	School
Click here to enter text.		

1. Submission of thesis

2 months before

- NITS form: Notification of Intention to Submit
- Access to a Thesis and Publication of Abstract Form

The screenshot shows a web form titled "Notice of Intention to Submit (or resubmit)" with the University of Edinburgh logo. Below the title is a section "Access to a Thesis and Publication of Abstract" with a plus icon. This section contains a table with the following fields:

Full names of student (surname first):			
Student for degree of:		College:	
Title of thesis:			

Below the table is a section "Authorisation to publish a thesis" with a paragraph of text: "Please note that copies of your thesis which are deposited with Edinburgh University Library will be catalogued and the abstract and full-text will be made available to the public via the Internet through the online catalogue, and other digital services. The University of Edinburgh may keep a copy of your thesis for use in teaching or research by staff and students, and the thesis may also be consulted on-site by registered users of Edinburgh University Library."

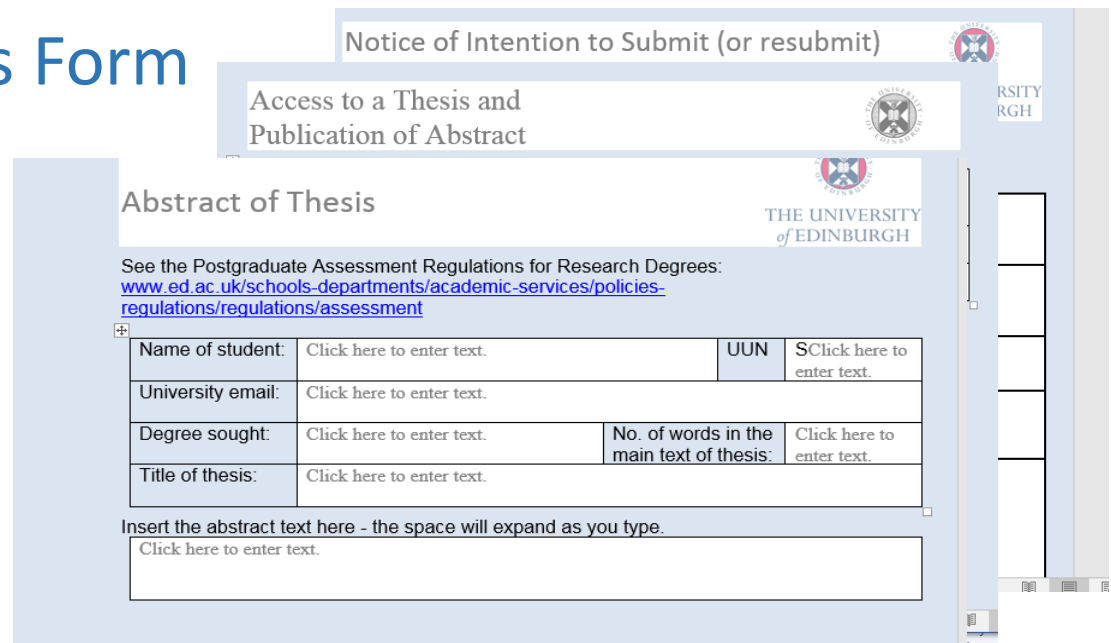
Below this is a section "Complete either Box A or Box B" with a box containing the text: "A. I hereby authorise The University of Edinburgh to publish this thesis, as described above in Paragraph One, for scholarly purposes and with proper acknowledgement of authorship."

At the bottom of the form is a line for a signature with the text "Sign below where no content restriction is requested".

1. Submission of thesis

2 months before

- NITS form: Notification of Intention to Submit
- Access to a Thesis and Publication of Abstract Form
- Abstract of Thesis Form



The screenshot displays the 'Notice of Intention to Submit (or resubmit)' form from The University of Edinburgh. The form is titled 'Abstract of Thesis' and includes the university's logo. It provides a link to the Postgraduate Assessment Regulations for Research Degrees: www.ed.ac.uk/schools-departments/academic-services/policies-regulations/regulations/assessment. The form contains a table with fields for student information and thesis details, followed by a large text area for the abstract.

Name of student:	Click here to enter text.	UUN	Click here to enter text.
University email:	Click here to enter text.		
Degree sought:	Click here to enter text.	No. of words in the main text of thesis:	Click here to enter text.
Title of thesis:	Click here to enter text.		

Insert the abstract text here - the space will expand as you type.

Click here to enter text.

1. Submission of thesis

2 months before

- NITS form: Notification of Intention to Submit
- Access to a Thesis and Publication of Abstract Form
- Abstract of Thesis Form

Send to PGR office
in College:

pgrcse@ed.ac.uk

Notice of Intention to Submit (or resubmit)

Access to a Thesis and Publication of Abstract

Abstract of Thesis

THE UNIVERSITY of EDINBURGH

See the Postgraduate Assessment Regulations for Research Degrees:
www.ed.ac.uk/schools-departments/academic-services/policies-regulations/regulations/assessment

Name of student:	Click here to enter text.	UUN	Click here to enter text.
University email:	Click here to enter text.		
Degree sought:	Click here to enter text.	No. of words in the main text of thesis:	Click here to enter text.
Title of thesis:	Click here to enter text.		

Insert the abstract text here - the space will expand as you type.

Click here to enter text.

1. Submission of thesis

2 months before

- NITS form: Notification of Intention to Submit
- Access to a Thesis and Publication of Abstract Form
- Abstract of Thesis Form

Send to PGR office
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Nomination of examiners

The screenshot displays three overlapping forms from The University of Edinburgh. The top form is the 'Notice of Intention to Submit (or resubmit)'. The middle form is the 'Access to a Thesis and Publication of Abstract' form. The bottom form is the 'Abstract of Thesis' form, which includes a table for student information and a text area for the thesis title.

Abstract of Thesis

See the Postgraduate Assessment Regulations for Research Degrees:
www.ed.ac.uk/schools-departments/academic-services/policies-regulations/regulations/assessment

Name of student:	Click here to enter text.	UUN	Click here to enter text.
University email:	Click here to enter text.		
Degree sought:	Click here to enter text.	No. of words in the main text of thesis:	Click here to enter text.
Title of thesis:	Click here to enter text.		

1. Submission of thesis

- Before or at **Maximum End Date of Programme** as shown in the student's EUCLID account
- A soft-bound copy and a PDF version per examiner
- Hand-signed Declaration page included
- Abstract form updated if necessary

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Submitted in person at the College PGR office
(Weir Building, King's Buildings)

1. Submission of thesis

- Before or at **Maximum End Date of Programme** as shown in the student's EUCLID account
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Submitted in person at the College PGR office
(Weir Building, King's Buildings)



Thesis sent to examiners

2. Examination

- **Report** from each examiner sent to College at least 1 week before Viva
- **Oral Examination (Viva Voce):**
 - under responsibility of the Internal Examiner
 - usually within 3 months from submission
 - you can ask for your supervisor to be present as an observer
- **Post-Viva reports** from both examiners with recommendations to College within 2 weeks
- **College PGR Board of Examiners** will ratify recommendations and send outcome of examination (email + postmail) within 5 days (~once a fortnight)
Keep your contact details up-to-date on EUCLID

2. Examination

Possible outcomes:

- Recommendation (a) **Award PhD/Doctorate**
- Recommendation (b) **Minor Corrections Needed**
- Recommendation (c) **Additional Oral Examination Needed**
- Recommendation (d) **Additional Work on Thesis Needed - No Oral Re-Examination Needed**
- Recommendation (e) **Substantial Work on Thesis and Oral Re-Examination Needed**
- Recommendation (f) **Fail**

2. Examination

Possible outcomes:

- Recommendation (a) **Award PhD/Doctorate**
- Recommendation (b) **Minor Corrections Needed**
- Recommendation (c) **Additional Oral Examination Needed**
- Recommendation (d) **Additional Work on Thesis Needed - No Oral Re-Examination Needed**
- Recommendation (e) **Substantial Work on Thesis and Oral Re-Examination Needed**
- Recommendation (f) **Fail**

Postgraduate Assessment
Regulations for Research Degrees
Academic Year 2017/18

2. Examination

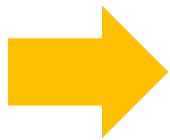
Making corrections:

- Submit corrections to internal examiner within 3 months or allocated time
- Internal examiner send a **certificate of corrections** to College acknowledging your corrections

2. Examination

Making corrections

- Submit corrections to internal examiner by 3 months or allocated time
- Internal examiner send a **certificate of corrections** to College acknowledging your corrections



College send *Final Submission request* to the student (email)

3. Final submission

- Within 1 month of the *Final submission request*
- One electronic version uploaded onto PURE before the hardbound copy is handed out to College
- 1 hardbound version of thesis
- One revised Access to Thesis form if needed
- Lay summary, abstract and signed declaration must be included at the beginning of the thesis
- Check UoE standards for the Format and Binding of a Thesis
- Uni Print Services

3. Final submission

- Once submitted, a letter confirming that the College has recommended an award will be issued
= Award Letter

The degree is not formally awarded until the date of the student's graduation whether or not the student attends the graduation ceremony.

4. Award

- 2 graduation ceremonies a year: **June** and **November**
- If you cannot attend, the degree certificate will be sent to your home address (**make sure this is updated on EUCLID**)
- **Automatic email** with link towards the registration form (or through MyEd)



IAD workshops

- **PhD Thesis Workshop: School of GeoSciences**
Friday 02-Feb-2018, 09:30 - 12:30
TBC Kings Buildings
- **Preparing for the Viva: School of Geosciences**
- **The Writing Process: Getting Started**
Monday 05-Feb-2018, 09:30 - 12:30
Venue TBC