GCU
Glasgow Caledonian
University

University for the Common Good

Guidelines for completing the
Confirmation of Progression to Doctor of Philosophy

Stages in the Process

1. Student uploads the Progression report (6,000-8,000 words) in the eVision Portal within nine months (full-time (FT) students)/14 months (part-time (PT) students) of their start date.

2. Director of Studies (DoS) recommends the Moderators (first Moderator from the supervisory team and a second Moderator to be an academic outwith the supervisory team with supervisory experience).

    Postgraduate Research Tutor (PGRT)/Associate Dean of Research (ADR) approves the Moderators.
    Copies of the report and form given to the two academic Moderators[1].

3. School arranges a presentation and a viva exam at 9-10 months for FT students and 14-16 months for PT students; PGRT gets notified in eVision.

4. Moderators review the presentation and viva exam (along with the written report) and complete sections five and six of the Template form.

5. Moderators communicate outcome to student on day of the exam. If outcome is a resubmission, the student is given a deadline of four weeks (FT) and six weeks (PT) to make revisions to the written Progression Report and submit a new Progression Report.

6. The Moderators pass the form with the outcome to the DoS, following the viva exam, and the DoS then uploads this information in eVision.

7. The outcome is approved by the School ADR, PGRTs and Programme Coordinators (PC).

8. The completed form is submitted to the Research Degrees Committee (RDC).

9. If the outcome is a resubmission, written documentation to be submitted by student and supervisory team in eVision following the deadlines given above of four weeks (FT) and six weeks (PT) from day of first viva exam. If a second viva exam and/or presentation is required, this is to be arranged by the Schools at 11-12 months (FT) and 16-18 months (PT).

10. Recommendation is considered for approval at RDC.

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[1] Moderators have a combination of experience in research degree supervision/examining and expertise in the subject area. The first Moderator is usually the DoS (or nominee from Supervisory team). The second Moderator is recommended by the DoS and is outwith the supervisory team with supervision experience.

Guidance on Resubmission Outcome

For a resubmission decision, the student is given four weeks (FT) and six weeks (PT) to submit the Progression report with corrections, from the day of the first viva exam.

If the outcome is for a second viva and/or presentation to take place, the School should hold the viva exam/presentation within four weeks (FT) and six weeks (PT) of the re-submission deadline i.e. at 11-12 months (FT) and 14-16 months (PT).

FT students are withdrawn if unsuccessful at the second attempt. For students to be withdrawn at the second attempt, the School should complete the Withdrawal process in eVision.

Guidance on Timelines

FT students: submit report and complete sections in eVision within 9 months from the start date. School arranges viva and presentation as part of the same event between 9-10 months. If a resubmission is required, the student must submit the report within four weeks from the day of the first viva exam. The School should hold a second viva exam and/or presentation (if required) by 11-12 months at the latest. If the student is unsuccessful at the second attempt and is to be withdrawn, the student should be informed on the day of the second viva exam/presentation.

PT students: submit report in eVision portal by 14 months from the start date. School arranges viva and presentation as part of the same event between 14-16 months. If a resubmission is required, the student must submit the report within six weeks from the day of the first viva exam. The School should hold a second viva exam and/or presentation (if required) by 16-18 months. If the student is unsuccessful at the second attempt and is to be withdrawn, the student should be informed on the day of the second viva exam/presentation.