

UNIVERSITY OF GLASGOW**Notes of Guidance for the Convener of a Committee of Examiners****Notification of Intention to Submit Form**

The Graduate School will send a copy of the Notification to Submit form to the Convener. It is important that the Convener checks whether the supervisor has indicated at this stage any specific concerns or special circumstances which relate to the thesis.

Oral Examination Arrangements

The Convener is responsible for arranging the date of the oral examination which should be no later than three months after the date on which the thesis was submitted. The date should be convenient for the candidate, the Internal Examiner as well as the External Examiner and at least one of the supervisors who might be required to answer questions concerning the project. The Graduate School should be informed of the date of the oral examination.

Pre-Oral Reports

Examiners are requested to submit a report to the Graduate School no later than eight weeks following receipt of the thesis and no later than one week prior to the date of the oral examination. The Graduate School will copy the reports to the Convener.

Conduct of the Oral Examination

The Convener is responsible for ensuring that the oral is conducted in a fair manner and in view of this, the Convener should be present for the duration of the examination. The Convener may ask questions of a general nature but will not participate in a detailed examination of the candidate.

The Convener is responsible for assisting the examiners to reach a consensus. It is the Convener who will arrange for the joint recommendation of the examiners to be signed at the conclusion of the examination. Where difficulties arise, the Convener shall decide whether an adjournment is required. Where agreement has not been reached between the examiners, the Convener should be aware that normally the view of the External Examiner shall prevail. Exceptionally, the Convener may refer to Senate if the External Examiner's view is in question and this may lead to a recommendation to the Higher Degrees Committee for the appointment of a third examiner who will normally be an External Examiner.

The Convener may inform the candidate verbally of the outcome of the examination, normally by inviting the candidate to return to the examination room.

Post-Oral Reports

The Convener is responsible for co-ordinating the preparation of the joint statement of requirements for revision or recommendations for resubmission. The statement should be produced without undue delay and provided to the candidate and the Graduate School with the signed joint report of the Committee of Examiners.

An individual report is not normally required from the Convener except in the following circumstances:

- The appointment of a third Examiner is required.
- The Committee of Examiners recommend the appointment of a new committee for the examination of the Resubmission.
- The Committee of Examiners wish to waive the requirement for a second oral examination after Resubmission.