Administrative processes following a research degree viva

Examination takes place
- Chair returns report to faculty admin (cc Graduate School)
  - Examiners/Chair provide feedback to student (where necessary) via faculty admin
  - Final viva only: Upon submission of major amendments or resubmission
    - Faculty admin notifies Academic Registry Fees Team who invoice the student for the applicable fee
  - Faculty admin processes external examiner fee claims

If applicable
- Graduate School adds to interim agenda for Nikki & Leon to approve registration or transfer/progression
- Faculty admin includes the viva outcome details in the relevant papers for GSBoS

GSBoS approves termination
- GSBoS approves final award

GSBoS notes other outcome
- Other appropriate action taken by student or University

Academic Registry updates record, sends withdrawal letter to student
- Graduate School notifies Academic Registry who updates record & contacts student re: graduation

Faculty admin saves report & feedback to the student’s folder
- Faculty admin processes external examiner fee claims
- If applicable Graduate School adds to interim agenda for Nikki & Leon to approve registration or transfer/progression
- GSBoS approves final award
- Academic Registry updates record, sends withdrawal letter to student

Faculty admin includes the viva outcome details in the relevant papers for GSBoS
- Faculty admin saves report & feedback to the student’s folder
- GSBoS approves final award
- Academic Registry updates record, sends withdrawal letter to student

Graduate School sends formal confirmation of approval to student
- Graduate School notifies Academic Registry who updates record & contacts student re: graduation

GSBoS approves final award
- Other appropriate action taken by student or University
- GSBoS approves termination
- GSBoS approves final award
- Academic Registry updates record, sends withdrawal letter to student
- Graduate School notifies Academic Registry who updates record & contacts student re: graduation

GSBoS includes any chair’s action, where applicable.

Other appropriate action may include the following but, to avoid complication, the specific processes are not on this flowchart:
- The student carries out amendments
- The student carries out revisions
- The University begins malpractice proceedings against the student

In the case of an approved registration examination, or transfer or progression viva that is noted by the Board, the student simply carries on with their project.

Flowchart updated: 27 October 2017