**PhD/MPhil examination process**

You are required to submit your thesis within the prescribed period of study for your degree programme (year 3 for full-time students/year 6 for part-time students) or within your submission pending period (year 4 for full-time students, year 7 for part-time students).

**School of Social Sciences PhD and MPhil - Quick guide to the submission process.**

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| **When** | **Action** | **How** | **Guidance/Policy**  **documentation to familiarise yourself with**  **School intranet site with full instructions and links is** [**here**](http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/phd-mphil-exam-process/) |
| **Between 6 months and 6 weeks before your intended submission date** | Complete your “Notice of submission” form  If your thesis is in Journal Format please complete the approval form and return to your Programme Administrator  Discuss   potential examiners and the timing of your viva with your supervisor    Familiarise   yourself with e-Thesis | The “Notice of Submission form” is located in the ‘Examination Summary’ tab of your   eProg record.  This begins the process   for formally appointing your examiners and setting up your Viva.  [Link to form](http://documents.manchester.ac.uk/display.aspx?DocID=37274)  Once   your notice of submission is approved by your supervisor a First Submission   window in e-Thesis will open.  See   link below for information about thesis submission in e-thesis.  This window will close 3 days prior to your   final submission date to enable you to submit your paper copies to the PG   office by the final deadline. <http://www.library.manchester.ac.uk/using-the-library/staff/research/services/ethesis/> | [Faculty of   Humanities Guidance on the submission to examination process in e](http://www.humanities.manchester.ac.uk/humnet/medialibrary/Services/Postgraduate-research/eprog/FoH%20eProg%20Submission%20to%20Examination%20Student%20Guide%20Version%203.0%20November%202014.pdf)Thesis  [Nomination of Examiners & Independent Chairs for Postgraduate   Research Degree Examinations Policy](http://documents.manchester.ac.uk/display.aspx?DocID=7445)    [e](https://www.escholar.manchester.ac.uk/etd/)-Thesis – for Postgraduate   Research Students |
| **At your submission date** | Submit your thesis in accordance with the Presentation Policy opposite. | Upload the   examination copy of your thesis to e-Thesis .  Print receipt and include this as the front   page of the two soft bound copies you submit to the SoSS Postgraduate Office   (see thesis submission checklist across) | [Presentation of Theses Policy](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/submissionandexamination/)  [Thesis submission checklist](http://documents.manchester.ac.uk/display.aspx?DocID=18928) |
| **Continue preparations for your Viva** | Collate your notes/attend viva training/have a mock viva. | Ask your supervisor for a mock viva and refer to link   below for useful info. <http://www.humanities.manchester.ac.uk/humnet/our-services/postgraduate-research/researcher-development/resources/viva/> | Training is bookable via the [Training and Development Index in Eprog](https://www.eprog.manchester.ac.uk/skillstraining/default.aspx).   (For example they offer a course called "Viva Survivor".) |
| **8-12 weeks later** | Attend   your viva exam |  | Examination   of Doctoral Degrees Policy [Examination of Master   of Philosophy (MPhil) Degrees Policy](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/submissionandexamination/) |
| **Within two weeks of the viva** | You will receive a letter from your Programme Administrator   which will confirm the outcome of your Viva and the actions required. |  |  |
| **Post Examination** | Take the action specified in the letter and submit  the final copy of your thesis via e-Thesis | Once corrections   (where applicable) have been carried out and approved by your Internal   Examiner in e-Prog a Final Submission window will be opened in  e-Thesis by   your Programme  Administrator and you   submit your final electronic copy of your thesis to  e-Thesis (no paper copy is required). | As   above |