



GUIDELINES FOR SUBMISSION OF THESIS AFTER VIVA VOCE

- 1) A student whose thesis is –
 - (i) accepted with **distinction is given fifteen (15) days** after receiving the final report of the examination to submit a soft-bound copy of the amended version and a Text Similarity Search Report to the School for endorsement by the Senate.
 - (ii) accepted with **minor modifications is given thirty (30) days** after receiving the final report of the examination to submit a soft-bound copy of the amended version and a Text Similarity Search Report to the School for endorsement by the Senate.
 - (iii) accepted with **major modifications is given sixty (60) days** after receiving the final report of the examination to submit a soft-bound copy of the amended version and a Text Similarity Search Report to the School for endorsement by the Senate.
- 2) All corrections and amendments must be based on comments and suggestions by all examiners and the final examination (viva voce) report. **The Chairman of the Supervisory Committee shall be responsible in ensuring that all required amendments and correction have been made in the thesis. The internal examiner shall verify that the corrections** have been made to their satisfaction based on the report of the examination.
- 3) After the corrections are endorsed by the supervisor, it is advisable to leave the corrected thesis with the internal examiners to provide sufficient time for checking the corrections and do make an appointment to discuss the amendments and endorsement of the Submission of Thesis After Final Examination (Viva Voce) form (**PU/S/BR03/GS-16a**) (when relevant).
- 4) The Submission of Thesis After Final Examination (Viva Voce) form (**PU/S/BR03/GS-16a**) **must be completed and submitted to SGS**. The student has to fill in the form which can be downloaded from the student portal, printed, and **endorsements will be required from the Chairman of the Supervisory Committee, Internal Examiners, Chairman of the Thesis Examination Committee and Faculty/Institute's Coordinator or Deputy Dean of Graduate Studies**, before submitting it to the SGS.
- 5) A student may apply to the Dean of the School of Graduate Studies for an extension of the date of the final submission of his/her thesis. All such applications must be made through the Chairperson of the Supervisory Committee. The Dean may, at his discretion, extend the date for final submission of a thesis for up to sixty (60) days only. During the extension period, the student must continue to be a registered student of the University. **Please be reminded that the 60 day deadline needs to be adhered strictly.** Extension will only be permitted based on extenuating circumstances or substantial reasons. Reasons such as work commitments or insufficient time will not be acceptable.
- 6) If the thesis is **not amended and submitted within the stipulated time**, it shall be deemed to have been rejected and the **student's candidature is terminated**.