



After submission - next steps until your oral defence

University status

Once your thesis has been submitted, you are under examination and remain an enrolled student of the University. You do not pay tuition fees during this period, but you may retain access to University services until the examination process is complete. Access to office space during this time is to be negotiated with your School Administrator and will depend on what other demands there are for space in the School.

The examination process

Your thesis will be sent to three examiners who will examine your thesis and submit a written report which they are asked to return within two months. If the examiners are satisfied that your thesis is of sufficient quality, the Dean of the Faculty of Graduate Research will approve your move to an oral examination. For more information about the examination process, please go to: <https://www.victoria.ac.nz/fgr/current-phd/submission-to-graduation>

Attendance at the oral defence

Your oral defence will be held in Wellington, and you are expected to attend in person. If you are an international student you should liaise with Victoria International about your visa requirements during the examination period. If you are returning to your home country, you must make the necessary travel and visa arrangements to return to Wellington for your oral defence, but you are advised not to book your airline tickets (or else to book flexible fares) until the date of your oral has been confirmed. If decide to book your airline tickets in advance of your oral being confirmed you should book fully flexible fares. In exceptional circumstances you may receive approval to attend via video conference. If you think you may have grounds for a video conference you must let the Doctoral Examinations Administrator know urgently.

Setting a date for the oral defence

We endeavour to arrange for the oral defence to take place approximately four months after your thesis has been accepted for examination. Setting a date for your oral can sometimes be difficult due to conflicting schedules of the examiners and your supervisors. Once a date has been scheduled, we will let you know. Occasionally orals may be delayed if the examiners return their reports late, or if the outcome is unclear and the Dean needs to consult further, but we will keep you informed if a significant delay is likely. We will confirm the oral as soon as possible after the three examiners' reports have been received and the Dean has approved the move to an oral.

Contact with examiners

Please note that you may not communicate directly with the examiners about your thesis while it is under examination. You should not, at this stage, know who the examiners are. If you accidentally discover who they are, you must not discuss your thesis with them as this could nullify the entire examination process.

Examiners' reports

You and your Victoria supervisor will be sent copies of the examiners' reports at least five working days before the oral. At this point, you will be given the examiners' names. If the reports become available earlier you will receive them earlier. Please do not call the examinations staff for updates; be reassured they will be actively following up on any delays.

Support and audio recording during the oral

You must give the Examinations Office advance notice if you wish to:

- invite a small number of people (friends, family/whanau or peers) to attend your oral for moral support;
- and/or request that your oral defence is audio-recorded.

We will give you a date for providing this information and will forward your request to the chair of the oral and the examiners for their approval. Please be aware that if you have not made arrangements in advance, any support people who simply turn up on the day will not be permitted to attend the oral.