

Good Practice Guidance on Viva Examinations for Postgraduate Research Degrees:

CHECKLIST FOR EXAMINERS

Prior to the viva examination:	
Examiners have met to discuss their independent reports on the thesis	
Examiners have agreed on key issues to be explored with the candidate	
The room should be appropriately laid out (the viva is a formal occasion)	
The supervisor is available to be contacted if required (if not requested to attend by the candidate)	
At the start of the viva examination:	
The chair should welcome the candidate and introduce the examiners	
Check the candidate has received a copy of the Regulations for Higher Degrees including the Code of Practice for Research Candidature & Supervision?	
Explain the purpose and process of the viva to the candidate	
Explain that the examiners will produce a joint written report at the outcome of the examination and that they may make notes during the examination.	
Explain that the University has an equal opportunities policy for students and that only matters relating to the research will be considered in the examination.	
Explain any housekeeping issues including comfort breaks.	
At the conclusion of the viva:	
When the Examiners have finished their discussion with the candidate, the chair should thank the candidate for answering the questions and,	
Ask the candidate whether there are any concluding comments which he/she wishes to make,	
Explain that the examiners will now consult about the outcome, and make clear how the candidate will be informed of the outcome. Normally, the candidate should leave the room and be asked to return at an agreed time to be invited in to hear the informal result.	
Explain that the candidate will receive a formal copy of the examiners' joint report from the Faculty Student Office when this has been written up, giving formal notification of the outcome of the examination and what to do next.	
After the viva:	
If amendments are required it is the internal examiner's responsibility to approve them if they are 'minor', and the internal and external examiners' responsibility if they are 'modest'. It is the supervisor's responsibility to ensure that, once submitted, the amendments are approved within the timescales set out in the <i>CoP, paragraph 103</i> .	