**Viva convenor checklist**

**Pre-viva :**

* arrange time and location of viva with examiners and student (or at least make sure everyone involved knows arrangements - the supervisor often arranges the date).
* request pre-viva reports from examiners a few days before viva.
* Remind external examiner to bring viva report from to exam (see below)
* **Request that the external examiner brings their passport to the viva** – the Convenor needs to take a copy of this and certify that it is a true likeness to ensure that we comply with UKVI legislation. It is also essential in order to process the examiner’s fees.

**At viva :**

* The convenor attends but does not participate in the viva exam. Officially the convenor attends to make sure the proper procedure is followed and is responsible for reporting the outcome of the viva.
* As of Feb 2017 the **Convenor is required to make a brief record of the viva**. Specifically: ‘The Convenor is responsible for taking notes of the viva that clearly evidences the process, indicating:

- A **basic** record of the topics discussed;

- The **time allocated** to each topic area of the examination;

- The timing of any breaks taken.

**It is not intended that this be a verbatim record of the viva.** The Convenor is responsible for returning this record to SEES together with the External Examiners’ report.

**A form to be completed by the Convenor for this purpose is attached.**

* The viva report from is sent to the external examiner with the thesis – if the examiner forgets to bring it, which has happened a few times, another form has to be obtained in person from Student Business in the McCance Bldg (we are not allowed to keep copies in the Department).
* Once the viva is complete, ensure that both examiners sign the viva report form – if adding a report as a separate sheet (which most viva committees do) please ensure **both examiners** **sign and date** the attached sheet.
* Add details of class codes to viva form. In almost all cases for PhD these are :
PH910 PG Skills Training (10 credits)
PH911 PG Instructional Training (20 credits)
* Pass completed viva forms/reports to Audrey. After a quick check we will pass to Student Business. **Ensure that the paperwork contains a certified copy of the external examiner’s passport.**

**After viva :**

* Internal or external (depending on viva outcome) will send email/memo to you confirming (hopefully) that corrections have been completed satisfactorily. Pass to Student Business via Audrey or me.