

## Viva convenor checklist

(updated Oct 2019)

PGR Examination Sharepoint site :

<https://moss.strath.ac.uk/inst/resexam/SitePages/Home.aspx>

### 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. If the reports indicate significant issues / problems, the student & supervisor should be notified in advance of the viva.
- **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 (e.g. Initial discussion, Chapter 1, chapter 2...);
  - 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.
- Once the viva is complete :
  - ensure that both examiners complete and sign the paper examination 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.

- If not already completed, add details of class codes to section 4 of the viva form :
  - In most cases PhD students will have completed the PG Cert in Researcher Professional Development (RPD), and the convenor will receive an email from the PG Cert team in RKES a few days before the viva confirming completion.  
In these cases, the class codes which should be on the form are :
 

RD901	Researcher Knowledge and Intellectual Abilities	(20 credits)
RD902	Researcher Personal Effectiveness	(10 credits)
RD903	Research Governance and Organisation	(10 credits)
RD904	Researcher Engagement, Influence and Impact	(10 credits)
RD905	RPD Elective Credits	(10 credits)
  - For the few remaining students who started before the PG Cert in RPD became compulsory, the appropriate class codes are :
 

PH910	PG Skills Training	(10 credits)
PH911	PG Instructional Training	(20 credits)

PH910 is awarded for passing > 20 hrs of SUPA transferrable/core skills courses.  
PH911 is awarded for passing > 40 hrs of SUPA technical skills courses

**After viva :**

- Pass the completed examination form, examiners report and convenor record to Audrey, who, after checking, will upload them to the PGR Sharepoint system, where they will become visible to the student, and send the completed examination form to Student Business.
- Pass the scan of the examiner's passport to Audrey or Catherine, together with any expense claim form if you have it. In many cases the examiner will send the claim form later. **Do not upload the passport scan or expense claim to the PGR Sharepoint system.**
- The Internal or external examiner (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.