

Suggested Template Schedule

Suggested time	Event	Participants/procedures
30 mins	Test run with Platform	<p>All participants</p> <p><i>This test run could be undertaken between the Chair and each party independently in advance of the viva date or undertaken with all participants prior to the pre-viva meeting.</i></p> <p><i>If the latter, then the PhD researcher (and attending supervisor if applicable) will be asked to leave the meeting once successful connection has been established.</i></p>
30 mins	Pre-viva meeting	<p>Chair External Examiner(s) Internal Examiner</p> <p><i>Note: Chair to complete passport verification – this could be done as part of the test run.</i></p>
Two hours (approximately, but can vary)	Main viva	<p>All participants</p> <p><i>PhD researcher and attending supervisor invited to reconnect and re-join the meeting.</i></p> <p><i>Supervisor mutes their microphone.</i></p> <p><i>When questioning is completed PhD researcher and supervisor leave the meeting again.</i></p> <p><i>Before the PhD researcher and supervisor leave at the end of the viva, the Chair asks the PhD researcher, External Examiner and Internal Examiner if the conduct of the viva was satisfactory and this is noted by the Chair in the RS14b report together with details of any technical issues that arose during the viva.</i></p>
30 mins	Post viva meeting and paperwork	<p>Chair External Examiner(s) Internal Examiner</p> <p><i>Note: If necessary, sign off of the RS14b by the panel can be via use of electronic signatures or confirmed via email.</i></p>
30 mins	Panel feedback to PhD researcher	<p>All participants</p> <p><i>PhD researcher and attending supervisor invited to reconnect via email/text and re-join the meeting. Outcome of oral examination is communicated</i></p> <p><i>Finally, all parties are asked again to confirm if the conduct of the viva was satisfactory. It is important that the Chair reports on whether (or not) the conduct of the viva was satisfactory and that details are provided as necessary.</i></p>