**Viva Arrangements Form**



This form captures the arrangements for the final viva examination. There are several options for the format, i.e. in-person, fully-remote or a hybrid of these. Further details on the format options can be found [here](https://www.ulster.ac.uk/doctoralcollege/current/handbooks-and-policies/supervisor-guidance-and-resources/arranging-a-final-viva-voce-examination). If a remote element is involved, a co-ordinator will be required to facilitate the viva, set-up and distribute the links and/or, in the case of hybrid vivas, liaise with ISD on video-conferencing equipment and usage in the viva room. Further information is on the link above.

Please complete the table below with details on the viva:

|  |  |
| --- | --- |
| Researcher name |  |
| Date of viva |  |
| Time of pre-meeting |  |
| Time of viva |  |
| Mode of viva  *i.e. in-person/hybrid\*/fully remote\** |  |

\*If the External Examiner is attending remotely and does *not* hold a UK/Irish passport and is planning to undertake any of the work from within the UK, please [let us know](mailto:pgr@ulster.ac.uk) as this will require evidence of their Right to Work in the UK.

**Remote/Hybrid vivas – Supplemental Information**

Please complete the table below regarding the remote element

|  |  |
| --- | --- |
| Primary platform  *e.g. SKYPE/Teams* |  |
| Backup platform  *e.g. SKYPE/Teams* |  |
| Name of Co-ordinator |  |
| Name(s) of those attending remotely  *(hybrid vivas only)* |  |

By submitting this form for a remote/hybrid viva, supervisors are confirming that confirm that:

* All parties have agreed to use and have access to the platforms named above
* Supervisors have collected phone numbers for all participants and will provide these to the Chair
* The co-ordinator will make all parties aware of the date/time/schedule for the viva and will set-up and distribute the links as appropriate

Once complete, please return to [pgr@ulster.ac.uk](mailto:pgr@ulster.ac.uk).