**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 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.