Research egrees Guidance for Students on the odalit of inal Thesis Research egree

This document is for students wishing to request a remote final thesis *viva*. It provides details of the College policy and the process for submitting a request for a remote *viva*. Where requests for a remote *viva* have been approved, this document also provides guidance for students on how to prepare for a remote *viva*.

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## 1.1 The College policy states:

Research degree final vivas are expected to take place on-site and in person, but remote or hybrid vivas may be considered in the following circumstances:

- a) Where travel makes it difficult for the external examiners or student to attend the examination.
- b) Where the appointment of an external examiner who is an international leading expert in the field would be of great benefit to the student and the Department, but there are considerable travel expenses and/or travel carbon emissions associated with the appointment.
- c) Where examiners or students have concerns about attending an in-person final thesis viva

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- 4.1 It is acknowledged that your personal circumstances could change during the exam entry process or there could be unexpected circumstances beyond your control which prevent you from attending campus for your final thesis *viva*. Where you have suitable technology in place and access to an appropriate venue in which to sit your exam, your DPS will discuss with you switching to a remote *viva*. However, if you would rather your examination takes place in person, and/or you do not have access to suitable technology or a suitable venue in which to sit your examination, it would be usual practice to re-schedule your *viva*.
- 4.2 It could also be possible that the personal circumstances of your examiners change unexpectedly BBBdly attim

of the examination.

- 7.4 The College makes reasonable adjustments to examinations to support students with disabilities or specific learning needs. When *vivas* are taking place remotely or through hybrid delivery, there may be further considerations. Talk to your supervisor and your
- 7.5 Some students find examinations stressful at the best of times and in a remote setting, you may feel more anxious than usual. Consider whether it is possible for someone to join you after your exam has taken place. If you will be by yourself, make a plan for who you can contact after the exam it will be a chance to celebrate and/or talk through how the exam went. The Student Support Zone offers a range of helpful advice and guidance.
- 7.6 A few practicalities to remember for your remote *viva* include:
  - 1. Make sure you have a copy of your thesis available, you would not normally be allowed to have access to other sources of information during your examination.
  - 2. You should have blank paper and pens to hand.
  - 3. Ensure you have access to a quiet space where you will not be disturbed for the duration of the viva.
  - 4. Ensure you have software on your device, such as an electronic whiteboard, which can be screen-shared with your examiners. If you are not sure what software is appropriate, ask your Department.

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