





whether he/she attends the viva examination, particularly if you have doubts relating to the appropriate decision to be made.

**2.3.1 Viva Chairs:** Only candidates registered at the Institute of Education will normally have a Viva Chair appointed to oversee the viva. The Centre for Doctoral Education at the Institute of Education will liaise with examiners to confirm the arrangements. Under exceptional circumstances, e.g. where the candidate is a member of staff and there could be a conflict of interest, candidates in other UCL Faculties may also appoint a Viva Chair.

**2.4 Plagiarism:** If you find a potential case of plagiarism by the candidate, you must raise this with [Research Degrees](#) as soon as possible and ask for further advice. [Academic Manual, section 5.6 - Research Misconduct.](#)

### ***On the day***

**2.5 Pre-viva meeting:** You should meet at least half an hour before the examination to discuss your preliminary reports on the thesis and the strategy you propose to adopt during the viva examination. You must outline the plan for the viva at the outset to the candidate. During the viva examination you should seek to establish whether all the requirements for a thesis have been satisfied and that the thesis is genuinely the work of the candidate. In the interests of the candidate, UCL expects that the viva examination will be conducted in a professional and open manner.

**2.6 Length of viva:** Although there is no formal limit, typically viva examinations should last for around 2-3 hours and be a positive experience for the candidate, regardless of the examination outcome, as the examiners explore the original ideas and contribution to scholarship of the thesis.

**2.7 Location of viva:** If taking place in person, viva examinations should be conducted at UCL or another university. It must be in an office or meeting room that is fit for purpose (i.e. sufficiently large to be comfortable for several hours, affording privacy and not overly affected by noise from the outside). Please see point 2.10 below for guidance on remote vivas.

**2.8 Conduct during viva:** You should address the candidate respectfully and courteously, and they should be treated fairly and appropriately. You should not refer to the background or personal characteristics of the candidate (in particular to aspects related to age, disability, gender, race, religious belief and sexual orientation). You should seek to ensure that the candidate has the opportunity, and sufficient time, to respond to all the questions posed. You should allow the candidate a break if they request this. If there is a SoRA in place, you must adhere to the agreed conditions of the SoRA.

your concerns formally afterwards, or that the viva is stopped while further action is taken.

**2.8.2** If the candidate makes any comments to you which puts you under moral pressure (alluding to the consequences of their failure, for instance) or offers you any incentive to pass them, you must terminate the examination and report this to the Chair of the Research Degrees Committee via [Research Degrees](#).

**2.9 Post-viva:** The examiners should confer privately after the viva and then may give the candidate a preliminary outcome in person. See Section 4 below for potential outcomes for candidates.

If you have an annotated copy of the thesis (either electronic or in print), this can be given to the candidate or supervisor (usually at the viva).

You should email reports (as detailed in section 3 below) to [Research Degrees](#) **within two weeks** so that the candidate can receive the formal outcome and start any corrections, if relevant.

**2.10 Remote viva guidance:** If the viva is taking place remotely, both examiners, the supervisor and the student should agree to the arrangements (including whether the viva can be recorded) by email prior to the viva. The viva may be recorded (the pre-viva and post-viva discussions between examiners should not be recorded) to help mitigate any issues arising as a result of the unusual circumstances. The recording should be kept (it is recommended the supervisor hold this) until the successful award of the degree and must then be deleted; it does not need to be submitted centrally. You should note the viva arrangements on the joint report form. Should a serious IT issue occur, you will need to arrange to continue the viva at a later time or date.





-submission  
and that a further resubmission is not permitted. These are detailed on the relevant joint report form for the examination.

#### **4.4 Dispute between Examiners**

If you cannot agree on the outcome of the examination, you should contact [Research Degrees](#) as soon as possible. UCL will appoint a third examiner who will be a suitably qualified person from outside UCL. The conduct of the examination of a thesis under

Committee on a case-by-case basis.