

UCL RESEARCH DEGREE VIVA EXAMINATION PROCESS

BEFORE THE VIVA EXAMINATION:

Step one:	Examiners nominated and appointed by UCL – Examination Guidance Report templates attached to email or letter of appointment
Step two:	Thesis Submitted for Examination
Step three:	Thesis posted to examiners
Step four:	The date and location of the viva examination organised by the principal supervisor or nominee
Step five:	Examiners each prepare a preliminary report identifying particular areas to be explored with the candidate during the viva examination along with a tentative recommendation for the result of the examination and send this to researchdegrees@ucl.ac.uk .
Step six:	Examiners should exchange preliminary reports with each other before conducting the viva examination, normally just prior to the start.

VIVA EXAMINATION TAKES PLACE
One supervisor may be present as an observer

AFTER THE VIVA EXAMINATION:

Step seven:	After the viva examination, the examiners prepare a joint report. Signed copies of both are sent to UCL within two working weeks of the examination together with any claim for expenses. NB Payment for examiners is only initiated once a full set of reports has been received.
Step eight:	If three month minor amendments are required, the person nominated to check that the corrections are satisfactory should be specified on the joint report form.
Step nine:	If the thesis is referred for re-submission, examiners should indicate if another viva examination is required. The maximum period for re-submission is specified on the joint report for each degree, although for PhD/EngD degrees examiners can stipulate a shorter period of time.
Step ten:	Other examination outcomes, such as the award of an MPhil for a PhD are processed by UCL on a case-by-case basis.

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