Viva Notification Task

1. Introduction

This workflow in Portico is to allow the Research Degree candidate to add their viva date to the record. Currently the Research Degrees Team rely on the candidate's supervisor to email the date in advance of the viva, this online task provides another route for the information to be submitted.

Having this information in advance of the viva will enable the Research Degrees Team to send reminder emails to the examiners if the reports are not received within a reasonable time limit.

2. Access to Task

The task will only become available in the Research Applications section of 'My Studies' in Portico at the point the thesis (initial or resubmission) has been sent to the examiners. Information regarding this task will be included in the email which is sent to the candidate and supervisor confirming the thesis has been sent to the examiners.

3. Process

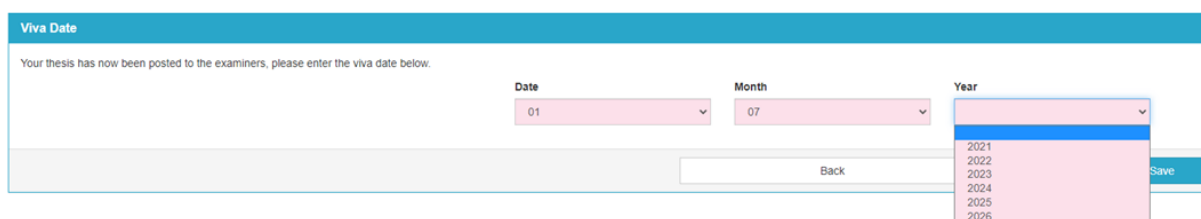For the initial submission the 'Research Student Administration' section will show the following:

Access the 'Submit or review applications' link and you will be invited to 'Add Viva Date' via a drop-down menu.

Click Continue once the selection has been made

You will then be able to add the viva date via drop-down menus.

Once the date has been submitted Portico will update and an automated acknowledgement email will be sent out.
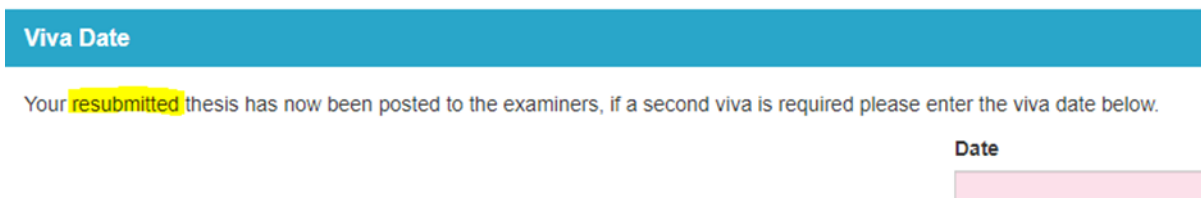
Once the viva date has been recorded, the task will be removed from the 'Research Student Administration' task.

4. Resubmission

The process is the same for students who are resubmitting their thesis.

The task will become available once the resubmitted thesis has been sent to the examiners, not all students resubmitting their thesis will require a second viva. Where a second viva is not required the task should not be completed.

You will see that the wording changes to reflect the resubmission:

The date will be recorded on Portico and the automated acknowledgement email will be sent out.

Once the date has been added, the task will be removed from the 'Research Student Administration' task.

5. Change of Date

In the rare event that the viva date is altered an email should be sent to [Research Degrees](#) who will update the record with the new date.