**Remote Viva Approval Form** (part 1 of 2)

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| **CANDIDATE NAME** |  |
| Matriculation number |  |
| Director of Studies |  |
| Proposed date of viva |  |
| Proposed time of viva |  |

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| --- | --- | --- |
| ***PARTIES AND LOCATIONS*** | **Name** | **Location** |
| Candidate |  |  |
| Exam panel chair |  |  |
| Examiner 1 |  |  |
| Examiner 2 |  |  |
| DoS/Supervisor in attendance |  |  |

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| **Primary Platform** (e.g. MS Teams, WebEx) |  |
| **Secondary** (backup) **Platform** |  |
| **NB:*****Zoom*** *is not currently permitted for University business and, therefore, cannot be used for vivas.* | |
| **TESTING**  It is crucial that equipment, platform and connection be tested well prior to the viva. There are **three tests** required. All tests should involve all parties, using the exact equipment they intend to use on the day of the viva (i.e. same computer, same microphone, same mode of connection etc.). It is essential that both the primary and secondary platform be tested.   1. **Initial test**. An initial test should be completed prior to submitting this form. (*confirm below*) 2. **Day before test**. The connection must be tested again the day before the viva. 3. **Day of the viva test**. The connection must be tested again one hour before the viva is due to start. | |
| **Date of initial test:** |  |

In submitting this form, **I confirm** that all parties have explicitly consented to a multiply remote viva and that the requisite tests of equipment, connection and platform will be undertaken. Should any aspect of the technology fail in the viva, the EPC may pause the viva and attempt to rectify the problem. Should it fail again, the viva should be halted and rearranged.

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| **SUBMIT FORM COMPLETED AT PART 1 at least 2 weeks prior to the expected date of the viva TO:**  [researchdegrees@napier.ac.uk](mailto:researchdegrees@napier.ac.uk). |

**Remote Viva Approval Form** (part 2 of 2)

To be completed following the viva and submitted with the viva report (form RD14) to [researchdgrees@napier.ac.uk](mailto:researchdgrees@napier.ac.uk)

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| **CANDIDATE NAME** |  |
| Matriculation number |  |
| Exam panel chair |  |

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| **Platform used** (e.g. WebEx) |  |

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| **THE REMOTE VIVA EXPERIENCE** | |
| **1 Were any technical problems experienced?**  (for example, inability to connect; audio or visual interrurruptions; poor audio or visual connection) **If ‘YES’, please give details below** | YES/NO |
|  | |
| **2 Add any other comments you wish to make about the remote nature of the viva** | |
|  | |
| **3 I attest that all parties (including the candidate) have confirmed that the format did not in any way influence the outcome of the viva examination.** | |
| **Exam Panel Chair signature:** | |

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| ***Where the Exam Panel Chair has had to cancel the viva*** because the quality of communication is insufficient, a brief report on the circumstances should be noted above at (1) and (2) and the form submitted to [researchdegrees@napier.ac.uk](mailto:researchdegrees@napier.ac.uk) immediately afterwards, without the RD14.  A second version of the form should be completed following the rearranged viva. |
| **Exam Panel Chair signature:**  *(in cases of cancellation)* |