Examiners’/Supervisors’ Guide to the Audio Recording of Vivas

It is College policy that all research degree vivas should be audio recorded. In some cases an Independent Chair may be also appointed. Examiners will be informed if an Independent Chair will be present in the appointment letter.

- The recording should only be made during the viva between the examiners and the candidate. No recording should be made of any discussion held before or after the viva when the candidate is not present.
- It is expected that the internal University of London examiner should take responsibility for starting and stopping the recording.
- The recording will only be listened to in the event of an appeal made against the viva outcome and only then by a small number of staff who are involved in the investigation into the appeal. The recording will be kept securely by the Doctoral School until the student has been awarded, after which time it will be destroyed.

Under no circumstances should the audio recording be copied onto an external device or shared with anyone other than the Doctoral School

No recorders other than those owned by the Doctoral School should be used.

If the viva is held at the Royal Holloway Egham campus:

- The viva recording pack (including an instruction sheet) can be collected from the Doctoral School Help Desk by either the supervisor or the internal examiner. The Help Desk is located in the Founders South Tower, room S1-05 next to the Herringham Room. Opening hours are 10am to 4pm, Monday to Friday. The Doctoral School staff will be happy to run through the recording device operation.
- The Doctoral School will ensure that the audio recording equipment is in good working order and available for to collection by the student's supervisor.
- On starting the device, those present at the viva should be identified as well as the date and time of the viva.

If the viva is held at Bedford Square/Senate House:

- The candidate’s supervisor will be in contact regarding the audio recording of the viva at Bedford Square. If you have any queries regarding this, please contact them directly.
- The recording device can either be collected from the Doctoral School in advance of the viva or a viva pack (including the device) can be borrowed from the reception from Bedford Square/Senate House.
- If borrowing a device from Bedford square/Senate House, the recording device should be given to the reception staff at the end of the viva so that they can send the audio file to the Doctoral School.
- If the device has been borrowed from the Doctoral School, arrangements must be made to ensure the recording is returned directly to the Doctoral School the following day.