

Guide to the Audio Recording of Face to Face and Hybrid Vivas



It is College policy that all research degree vivas should be recorded regardless of the fact that an Independent Chair is also in attendance.

- 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 Independent Chair 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 or shared with anyone other than the Doctoral School. To comply with GDPR policy no recorders other than those owned by the Doctoral School should be used (for London vivas, digital recorders can no longer be borrowed from Bedford Square reception).

- The viva recording pack (including an instruction sheet) can be collected from the Doctoral School Help Desk by either the supervisor or the Independent Chair. The Help Desk is located in the Founders South Tower, room S1-05 next to the Herringham Room. Opening hours are Tuesdays 10am to 3pm. It is advisable to organise the collection of a recorder well in advance of the viva via an email exchange with the Doctoral School. 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 collection.
- On starting the device, those present at the viva should be identified by the Independent Chair as well as the date and time the viva is taking place
- The recorder should be returned to the Doctoral School helpdesk after the viva or via the Student Services Centre in the Emily Wilding Davison Building when the helpdesk is closed. If returning to the Student Service Centre, please email the Doctoral School to confirm you have done so.

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

- The recording device must be collected from the Doctoral School in advance of the viva as detailed above.

Under no circumstance can a recorder be borrowed from the reception desk of Bedford Square. The use of these devices does not comply with GDPR.