

Examiners' Guide to the Audio Recording of Vivas

- For those Research Degree candidates who submit their application to be examined after 01 November 2012, it is a regulatory requirement that either an audio recording is made of the viva or the viva is conducted in the presence of an Independent Chair. The examiners will be informed of the chosen method in their appointment letter.

Please note:

- 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.
- 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 for 2 months after the candidate has been informed of the outcome, after which time it will be destroyed.

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

- The candidate's supervisor / Postgraduate administrator from the candidate's department will ensure that the audio recording equipment is in good working order and has been set up in the appropriate room.
- An instruction sheet will be provided on the day. A copy of the instructions will also be provided when the thesis is dispatched to the examiners.
- It is expected that the internal University of London examiner should take responsibility for starting and stopping the recording.
- Please note that the recording device should only be switched on when the candidate is present i.e. the discussion of the panel should not be recorded.
- At the end of the viva, the audio equipment and recording should be returned directly to the Postgraduate administrator.

If the viva is held at Bedford Square:

- 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.
- Please note that the recording device should only be switched on when the candidate is present i.e. the discussion of the panel should not be recorded