

Vivas by teleconference

by Kerri Gardiner - Tuesday, 16 January 2018, 1:50 PM

Degree Committees may exceptionally approve that a *viva voce* examination be held by video conference. Permission should only be granted under exceptional circumstance and not for example because it is inconvenient or expensive for the student to travel to Cambridge for the examination. This applies to candidates for the following degrees: PhD, MSc, MLitt, MPhil and MRes degrees.

The Degree Committee must obtain the consent of the candidate and both examiners to hold the examination by video conference.

A trusted party must be present at the same location as the candidate and ideally this person should be one of the examiners. If it is not an examiner, then permission from the Board must be obtained prior to the examination.

If neither examiner is with the candidate and the candidate is in Cambridge, either an independent Chair or an academic or academic related member of University staff would be appropriate. If the student is not in Cambridge, a trusted person could be a known academic from another institution.

The trusted person must remain in the room with the candidate for the duration of the *viva*.

It is the responsibility of the department to obtain satisfactory hardware and to arrange for any technical support. The equipment should be tested at least one day in advance of the examination.

Examiners should complete their independent reports as normal.

If not co-located, the Examiners agree on wording of joint report (by email or phone). External examiner signs final version (retaining copies), signs this, plus independent report and posts to the Degree Committee. Internal examiner, signs independent report and joint report and forwards to Degree Committee.