

The opportunity

An examiner recently asked the Graduate Research School why examiners were being brought onto campus for the viva voce. We explained that, apart from this being a fantastic experience for the candidates, it was a great opportunity to showcase our research and facilities to examiners. This particular examiner was giving two seminars and a workshop while here.

You and your school should ensure that interstate and international examiners make the most of their time here by inviting them to give a seminar and/or engage with other staff.

You and your school may correspond with examiners prior to the viva voce in relation to giving seminars/workshops and other social activities that will take place during their visit. Please note, however, that you cannot discuss the work of the candidate with the examiner during the examination period.

Choosing an examiner

In addition to the normal academic considerations, you and your school should consider the following when choosing an examiner for a viva voce:

- » Is the examiner prepared to engage in the viva voce?
 - Are they available to take part in the viva voce, either in person or via videoconference?
 - If they are coming in person, please make them aware that we only fund ECONOMY class travel only and up to TWO nights accommodation
- » If one or both examiners are attending by videoconference, consider any difference in time-zones and what this will mean in terms of the timing of the viva voce
- » Are the examiners available on the provisional date set for the viva voce? Ensure that the examiners are given a provisional date for the viva voce and that they are free around that time.
The optimum time will be 8-12 weeks after the date of submission of the thesis.

An information sheet that you can send to potential examiners is available here:



Viva voce advice for
examiners

http://www.postgraduate.uwa.edu.au/__data/assets/pdf_file/0005/3369272/VivaVoce_Examiners_230818.pdf

Responsibilities of the Graduate Research School

The Graduate Research School will:

- » Handle the submission and dispatch of the thesis
- » Liaise with the BGRS on initial classification of the thesis and approval to go to viva voce once the reports have been received
- » Appoint a Chair of the examination panel
- » Circulate examiner reports prior to the viva voce
- » Arrange travel and accommodation for those examiners attending in person
- » Arrange a venue for the viva voce and circulate details
- » Where examiner(s) are attending by videoconference:
 - » ensure examiners are sent a link to join the viva voce through ZOOM
 - » ensure the appropriate technology for the videoconference is set up and working in the venue
- » Circulate the final examination report

Responsibilities of supervisors and schools

Schools/supervisors are responsible for:

- » Any meet and greet with the examiner when they first arrive
- » Escorting the examiner to the examination venue
- » Organising venues, advertising etc. for any seminars or workshops
- » Meeting examiners after the viva voce and escorting them to any social or other event
- » If you wish to have the examiner here for longer to facilitate research discussions then the school/supervisor will need to cover any additional costs.

A poor response in any of the above could leave the examiners with a negative impression of UWA while a positive impression could do much to enhance our reputation.

Further information

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|  | Viva voce process at UWA | www.postgraduate.uwa.edu.au/students/oral-examination |
|  | Commonly asked viva voce questions and answers | www.postgraduate.uwa.edu.au/students/oral-examination/#viva_ffaq |
|  | Thesis examination at UWA | www.postgraduate.uwa.edu.au/students/thesis |
|  | Viva voce advice for students | www.postgraduate.uwa.edu.au/__data/assets/pdf_file/0003/3369270/VivaVoce_Student_230818.pdf |
|  | Viva voce advice for viva voce examiners | http://www.postgraduate.uwa.edu.au/__data/assets/pdf_file/0005/3369272/VivaVoce_Examiners_230818.pdf |
|  | Contact email for viva voce queries | pgexam-grso@uwa.edu.au |