

Viva voce: further advice for Supervisors and Schools

The opportunity

Since the launch of the viva voce at UWA in 2018, a substantial number of candidates have requested this form of examination. While still a relative novelty in the Australian HE system, numerous versions of the oral examination can be found across the globe. There are real advantages when a student has the opportunity to meet their examiners and engage in a dialogue about their research; additionally examiners who choose to visit the UWA campus are able to meet with academic colleagues who can showcase our research and facilities. Visiting examiners are encouraged to give a seminar or workshop during their visit and our most eminent visitors can be nominated for a further 3-day stay in Forrest Hall accommodation as a visiting scholar.

You and your school may correspond with those examiners who plan to travel to UWA prior to the viva voce in order to plan a broader itinerary of seminars/workshops and other social activities. Please note, however, that you cannot discuss the candidate or their work with the examiner during the examination period, and it is best to nominate a colleague to make contact where needed.

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 GRS only fund ECONOMY class travel only and up to TWO nights' accommodation for overseas examiners or ONE night accommodation for domestic examiners (of course Schools can extend this period through their own funds).
- » 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 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 12-14 weeks after the date of submission of the thesis. (Please note the viva will not be scheduled during Christmas and New Year season.)

Responsibilities of the Graduate Research School

The Graduate Research School will:

- » Handle the submission and delivery of the thesis to the examiners
- » Liaise with the BGRS on initial classification of the thesis and approval to go to viva voce once preliminary reports have been received
- » Appoint a Chair of the examination panel based on the recommendations of the GRC during the nomination of examiners process
- » Circulate examiner reports to the other examiner, the candidate, supervisors and the Chair 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 in the venue
 - circulate the final viva voce report

Responsibilities of supervisors and schools

Schools/supervisors are responsible for:

- » Ensuring the candidate understands the viva process and is given the opportunity to participate in a mock viva with the supervisory team
- » Meeting and greeting an examiner who is travelling to UWA
- » 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
- » Covering the additional costs of any extended stay

Further Information

- [Viva voce guidelines](#)

This page has further advice for

- Candidates
- Chairs
- Examiners

Contact



Questions about the viva voce process at UWA

pgexam-grso@uwa.edu.au