Pre-VIVA

ITS

Student
complete Section A of *XJTLU Intension to Submit (ITS) form* on e-Bridge at least 2 months in advance before the thesis submission deadline

Principal Supervisor
- propose the internal & external examiners and complete Section B of the ITS form on e-Bridge
- obtain the CV from both examiners

School Director of PGR
- approve the ITS form on e-Bridge

Academic Director of Graduate School
- approve the ITS form on e-Bridge

XGS (XJTLU Postgraduate Support Team)
- confirm the acceptance of Independent Chair (if required)
- forward the completed ITS form to UoL RDA Team

UoL RDA Team
- follow-up with UoL approval process

Thesis Submission

Student
- submit the e-copy of initial thesis on e-Bridge before the thesis submission deadline
- late submission will not be accepted and will cause the deemed withrawal from the programme.

XGS
- forward the initial thesis and e-submission form to UoL RDA Team

UoL RDA Team
- forward thesis to Examiners (UoL email address) and copy XGS
- send out examiners' pack to Examiners and copy XGS
- send out Independent Chair appointment email and copy Internal Examiner and XGS

VIVA Arrangement

XGS
- circulate VIVA Arrangement documents to Principal Supervisor, Student, Internal Examiner, External Examiner, Independent Chair, School Director of PGR and School Admin Team

Internal Examiner
- confirm viva through the usual 'face to face' manner or remote methods with Student, External Examiner, and Independent Chair
- confirm the date and time of the viva with Student, External Examiner, and Independent Chair
- send VIVA form to XGS
- if the internal examiner is UoL staff, School Director of PGR will take the responsibilities to arrange Viva

Student
- submit a signed 'Remote Viva Declaration' and a scanned color copy of photograph identification to XGS if a remote viva is chosen
- prepare a presentation (PPT slides, if needed) for up to 20 minutes for the viva

School Admin Team
(for a 'face to face' viva)
- book room and check facilities
- send out calendar invitation
- arrange school/departmental reception if needed

XGS
For a 'face to face' viva
- issue the Invitation letter to examiner(s) for visa application if required
- book Accommodation (2 nights)
- arrange pick-up service for external examiner & internal examiner (UoL staff)
For a remote viva
- arrange a pre-viva test, normally one week prior to the viva examination
- set up Tencent Meeting and Skype meeting links

Internal Examiner
- submit initial report to XGS prior to the viva examination
- arrange the pre-viva meeting with external examiner (The pre-meeting is usually one hour before the viva begins)

External Examiner
- submit initial report to XGS prior to the viva examination
- inform XGS about the arrival date and time

XGS	Internal Examiner	Student	School Admin Team	XGS	Internal Examiner	External Examiner

VIVA Day

Internal and External Examiners
(for a 'face to face' viva)
- conduct a pre-meeting to discuss how to proceed the viva

School Admin Team & XGS
- test the facilities half an hour before the viva

Student
- arrive exam room at least 30 minutes before the viva
- set up the laptop and PPT slides (if any)

Independent Chair
- check the candidate's identity
- welcome the candidate and introduce both examiners
- brief the Viva procedures

Viva proceed
- normally 2-3hours

Internal and External examiners
- discuss the result after the viva while student should wait outside the room
- inform student of the result and provide informal feedback

After VIVA

Internal Examiner
- submit signed joint report within 10 working days after viva to XGS (signed by both examiners and Independent Chair)
send list of modifications and formal feedback to student and supervisor within 10 working days after viva

XGS
- forward initial and joint reports to UoL RDA Team

UoL RDA Team
- send the formal email with viva outcome to the student (UoL email account) and copy XGS

The degree of PhD/MPhil be conferred

(3 months/6 months)

PhD/MPhil Minor/ Major Modification

Student to send modified thesis to (both) examiners for final approval

Internal examiner send the signed Modification form to UoL RDA Team and copy XGS within 3 months/6 months after viva

UoL RDA Team send email to inform student (UoL email account) about the final outcome and to upload the final thesis to UoL Library

Student
- upload the final thesis to UoL online Library
- upload the final thesis and Chinese abstract and key words to XJTLU online Library

- Graduation Invitation from XJTLU (JULY) / UoL (JULY/DEC)
- Complete Leaving procedures at XJTLU

PhD/MPhil Resubmission

UoL RDA Team to send the resubmission letter to student
- resubmission pending fee
- final thesis submission deadline

Student to pay the resubmission fee and upload the modified thesis on e-Bridge for the second viva

XGS to send the thesis and e-resubmission form to UoL RDA Team

2nd Viva

Internal Examiner to arrange the date and time of 2nd Viva (refer to Pre-Viva &Viva workflow)

The degree of PhD/MPhil be conferred

PhD/MPhil Minor Modification

No degree

(12months)

No degree
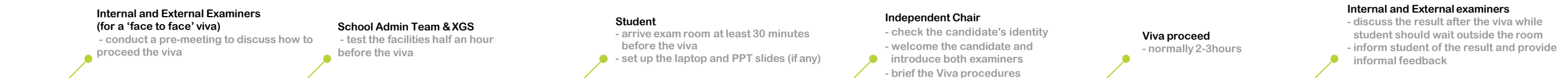
XGS: PG Support Team: pgsupport@xjtlu.edu.cn
UoL RDA Team: rda@liverpool.ac.uk

VIVA EXAMINATION