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Pre-VIVA XGS (XJTLU Postgraduate Support Team) Principal Supervisor **UoL RDA Team** School Director of PGR Academic Director of Graduate School - confirm the acceptance of Independent Chair (if propose the internal & external complete Section A of XJTLU Intension to Submit (ITS) approve the ITS form on approve the ITS form on e-Bridge - follow-up with UoL approval process examiners and complete Section B of the ITS form required) form on e-Bridge at least 2 months in advance before the e-Bridae on e-Bridge forward the completed ITS form to UoL RDA thesis submission deadline obtain the CV from both examiners Team **Thesis** Student **UoL RDA Team** submit the e-copy of initial thesis on e-Bridge before - forward the initial thesis and eforward thesis to Examiners (UoL email address) and copy XGS send out examiners' pack to Examiners and copy XGS submission form to UoL RDA **Submission** late submission will not be accepted and will cause send out Independent Chair appointment email and copy the deemed withrawal from the programme. Internal Examiner and XGS XGS For a 'face to face' viva for visa application if required Student Internal Examiner submit a signed 'Remote Viva **VIVA Arrangement** book Accommodation (2 nights) confirm viva through the usual 'face to face' manner or Declaration' and a scanned arrange pick-up service for external remote methods with Student, External Examiner, and color copy of photograph examiner & internal examiner (UoL staff) School Admin Team Independent Chair identification to XGS if a remote For a remote viva Internal Examiner confirm the date and time of the viva with Student, (for a 'face to face' viva) viva is chosen arrange a pre-viva test, normally one **External Examiner** submit initial report to XGS prior to the XGS book room and check facilities External Examiner, and Independent Chair prepare a presentation (PPT week prior to the viva examination submit initial report to XGS prior send VIVA form to XGS send out calendar invitation circulate VIVA Arrangement documents to Principal slides, if needed) for up to 20 set up Tencent Meeting and Skype to the viva examination arrange the pre-viva meeting with external if the internal examiner is UoL staff, School Director of Supervisor, Student, Internal Examiner, External Examiner minutes for the viva arrange school/departmental meeting links inform XGS about the arrival date Independent Chair, School Director of PGR and School Admin PGR will take the responsibilities to arrange Viva examiner (The pre-meeting is usually reception if needed and time one hour before the viva begins) XGS XGS **External Examiner Internal Examiner School Admin Team** Internal Examiner Student **VIVA Day** Internal and External examiners Internal and External Examiners Independent Chair - discuss the result after the viva while (for a 'face to face' viva) School Admin Team & XGS - check the candidate's identity arrive exam room at least 30 minutes student should wait outside the room Viva proceed - conduct a pre-meeting to discuss how to - test the facilities half an hour - welcome the candidate and before the viva - normally 2-3hours - inform student of the result and provide proceed the viva before the viva set up the laptop and PPT slides (if any) introduce both examiners informal feedback brief the Viva procedures The degree of PhD/MPhil be After VIVA conferred (3 months/6 months) Internal Examiner XGS **UoL RDA Team** · forward initial - send the forma - submit signed joint Student and joint email with viva report within 10 working **UoL RDA Team** Internal examine upload the final thesis to reports to UoL outcome to the days after viva to XGS Student to send email to inform student **UoL** online Library send the signed (signed by both examiners **RDA Team** student (UoL PhD/MPhil Minor/ send modified (UoL email account) about the - upload the final thesis and Modification form to Uol email account) Major Modification thesis to and Independent Chair) final outcome and to upload the Chinese abstract and key RDA Team and copy XGS and copy XGS send list of modifications (both) examiners words to XJTLU online final thesis to UoL Library within 3 months/6 months The degree of for final approval and formal feedback to Library PhD/MPhil be student and supervisor conferred within 10 working days after viva Student to pay Internal Examiner to arrange the XGS: PG Support Team: pgsupport@xjtlu.edu.cn the resubmission UoL RDA Team to send the XGS to send the thesis PhD/MPhil fee and upload date and time of 2nd Viva (refer rda@liverpool.ac.uk **UoL RDA Team:** and e-resubmission form to Resubmission resubmission letter to student the modified **UoL RDA Team** to Pre-Viva &Viva workflow) - resubmission pending fee PhD/MPhil Minor thesis on e-Bridge - final thesis submission deadline Modification for the second viva (12months) No degree No degree

