

### **Pre-viva**

Once the student has submitted, the panel will be able to view the thesis on PGR Manager. You can log into the system <https://doctoral-research-system.open.ac.uk/> and search for the student's name or 'Examination' and click Thesis submission then Student Form to download the thesis.

The chair will contact all parties to arrange the viva. They will then enter the information on PGR Manager under the 'Viva scheduling' workflow within Examination.

The examiners will independently complete a pre-viva report on PGR Manager no later than 5 days before the viva. The chair should ensure these are uploaded.

Examiners should ensure they have access to the feedback for the student so they can complete the exam report after the viva.

### **Post-viva**

Immediately after the viva the chair should confirm on PGR Manager that the viva took place. They should then sit down with the examiners and complete the exam report. Any feedback and guidance for the student needs to be added by the chair.

Once the report is submitted examiners should check the report and confirm it is correct. If they notice any changes, they should return it to the chair and email the chair and other examiner(s). The chair should make the changes and then re-submit.

Once all examiners have confirmed the report, it goes to the Research Degrees Team who will check the report and then forward it to the Research Degrees Examination Result Approval Committee for ratification. If the committee require further information the report will be returned to the chair to make changes. All examiners and the chair will receive an email confirming the result.

### **STEPS FOR EXAMINERS**

1. Download the thesis on PGR Manager
2. Complete the pre-viva report on PGR Manager
3. Support the Exam Chair after the viva with completing the exam report on PGR Manager.
4. Confirm the report on PGR Manager or return it to the chair to add more information. Send extra comments by email to ensure student cannot see your discussion
5. Receive an email confirming the result has been ratified
6. Complete any checking of the thesis depending on the outcome of the viva

### **STEPS FOR THE CHAIR**

1. Download the thesis on PGR Manager
2. Complete the viva scheduling on PGR Manager
3. Ensure the examiners have uploaded their pre-viva reports on PGR Manager
4. On the day of the viva, confirm the viva took place
5. Complete the exam report with the examiners.
6. If examiners return the report to you, check by email what changes they want you to make
7. Receive an email confirming the result has been ratified
8. Support any re-examination