

## How to Conduct a Viva Online

This page contains guidance on how to use supported IT services to conduct vivas with remote participants, whilst ensuring compliance with University rules, procedures and relevant legislation. For general guidance on how to conduct a viva please refer to [Appendix 5 of the Postgraduate Research Regulations](#) held in the Manual of Academic Regulations and Procedures (MARP).

Microsoft Teams is the University's supported, licensed and approved online meetings application, and as such, it should be used for conducting vivas with remote participants. MS Teams is a cloud-based application that is resilient and will work on most devices. MS Teams and Office 365 has been approved by the University for the storage of viva voce data. Training on how to use MS Teams is recommended for all participants and can be found at: [Microsoft Teams help and training](#).

Contingency plans are essential in the event of technology failure. Contact details should be agreed prior to the examination commencing in order that, in the event of a connection failure, all parties can discuss alternative plans such as using other video conferencing software if available to all parties or rescheduling the viva voce. Examinations must not be conducted solely by audio.

### Preparing for the viva voce

The chair shall ensure that suitable arrangements are put in place for the viva examination. The chair has the power to suspend or cease the viva in the event of technical difficulties.

1. The chair will host the meeting and ensure **connection tests are undertaken at least one week prior to the viva.**
2. The details of the viva must be communicated to all parties prior to any party being allowed to participate in an online viva. The following text must be included in the communication: "The University uses and secures your personal data, please see our suite of [Privacy Notices](#)"

\_\_\_\_\_."

It is important that the procedure for the day is circulated prior to the viva and that all parties confirm that the procedure is clear and well understood.

### Conducting the online viva v1-mo



- i. clicking the '**share**' button
- ii. selecting '**email**' and searching for their name using the search box
- iii. Add the selected name, then press '**send**' and close.

## Actions for the Postgraduate Co-ordinator/Director of Postgraduate Research

On receipt of the recording, the Postgraduate Co-ordinator/Director of Postgraduate Research must share the recording with the Registry by doing the following:

1. Open the video in MS Stream by clicking on the link provided in the email.
2. You may need to login by going to [lancaster.ac.uk/office365](http://lancaster.ac.uk/office365) and [log in using WebLogin](#)
3. Under the video title, click ... (more actions).

4. Click '**Add to group/channel.**'

5. Under '**Permissions**', select channels from the drop-down list.

6. Type '**Viva recordings**' in the text box and search by clicking the magnifying glass.

7. Select '**Viva recordings**' (Grp-PGR Viva examination recordings) from the search results.

The search will only find groups or channels in MS Stream or MS Teams that the user has access to. If the search does not return any results, the co-ordinator should contact the Registry and ask to be added to the PGR Viva Examination group.

8.



9. On completion of the above steps, the user must apply the changes by clicking the **'Save'** button.