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| The University regards the physical attendance of all parties at the oral examination as most conducive to effective participation. However, some circumstances make it appropriate to consider conducting the oral examination by video link. Experience has shown that conducting oral examinations with some, or all, participants joining remotely does not reduce the quality or fairness of the examination.  The student and each of the examiners must signify in writing their agreement to conduct the examination in this way, either by signing the form or confirming approval by email. Requests should be submitted at least **one week** beforethe oral examination.  Before completing this form, please refer to the University’s policy for conducting oral examinations by video link, at: <https://www.ed.ac.uk/files/atoms/files/videolinked_phd_oral.pdf>  Completed forms should be submitted to College for approval via [pgrcse@ed.ac.uk](mailto:pgrcse@ed.ac.uk). |

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| **Student details** | | | |
| Student Surname |  | Student Forename |  |
| School |  | UUN |  |
| Date of viva |  |

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| **Remote viva details** |
| Please describe why a remote viva is necessary. |
| Please briefly describe how the viva will be conducted.  *Please note that the recommended video-conferencing technology is Microsoft Teams, which is supported by the University’s Information Services and has been fully checked for data protection compliance. Full guidance can be found at* [ISG - Teams: Organising, joining and hosting meetings](https://www.ed.ac.uk/information-services/computing/comms-and-collab/office365/teams) |
| Please detail the locations of the student and all examiners.  Student location:  Internal location:  External location  NEC location (if relevant): |

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| Have the risks of this method (e.g. loss of connection) have been taken into consideration and explained to all participants? | Yes/No  (*please delete as appropriate*) |
| Do all participants have access to an appropriate space to conduct the examination? | Yes/No  (*please delete as appropriate*) |
| Do all participants have access to the necessary technology to conduct the examination (e.g. PC, microphone, speakers, stable WiFi connection)? | Yes/No  (*please delete as appropriate*) |
| Has the examination been scheduled at an appropriate time, taking into account different time zones (if applicable)? | Yes/No/Not applicable  (*please delete as appropriate*) |
| Will the candidate will be accompanied by at least one of the examiners or the supervisor? | Yes/No  (*please delete as appropriate*) |
| If the candidate will not be accompanied by one of the examiners or supervisor, will they have support available to them (for example from a friend, family member, or supervisor)? | Yes/No/Not applicable  (*please delete as appropriate*) |

**By signing you are confirming that you have read and understood the remote viva guidance and that you consent to the viva being held in this way.**

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| **APPROVED BY\*** | **Print Name** | **Signature** | **Date** |
| Student |  |  |  |
| Internal Examiner |  |  |  |
| External Examiner (1) |  |  |  |
| External Examiner (2)  (if applicable) |  |  |  |
| Non-Examining Chair  (if applicable) |  |  |  |
| College Office |  |  |  |

*\*An e-mail from the student/examiner/NEC/College Dean confirming approval is acceptable*

**Document control (College Office use only)**

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| Date approved: 01 October 2021  Start date: 01 October 2021 | Amendments:  Covid references removed  Requirement for ‘approved person’ removed  Link to updated Remote Viva guidance added | Date for next review: 01 October 2022 |
| Contact: Academic Policy Officer | Department: Academic Affairs, College of Science and Engineering | Email: [pgrcse@ed.ac.uk](mailto:pgrcse@ed.ac.uk) |