**UNIVERSITY OF JOHANNESBURG**

**FACULTY OF HUMANITIES**

**INFORMATION FOR ASSESSORS ON DOCTORAL VIVA PROCESSES**

The **assessment** of the UJ Humanities doctoral thesis **includes a viva voce (hereafter, ‘viva’)**. The following information is important for doctoral assessors to note:

1. Assessors will receive the electronic version of the thesis from the UJ Humanities, Faculty Office, to commence with the thesis examination;
2. Assessors will have a maximum period of six weeks in which to conduct their assessment;
3. The viva is normally held one to three weeks after all the assessors’ reports have been received by us;
4. Due to the global Covid-19 pandemic, vivas will be conducted online (i.e., via *Skype* or *Zoom*, etc.) until further notice;
5. Assessors will be required to submit their assessor reports prior to the viva with a recommendation of approval, revision of the thesis, etc.;
6. The Non-Assessing Chair (NAC) will confer with assessors prior to the viva to have a preliminary discussion and to agree on the agenda;
7. The viva should not be longer than an hour, and will usually raise questions on the originality of the work, areas of interest or curiosity, matters that require clarification and the quality of the arguments. The viva also offers an opportunity for guidance and advice to be presented to the doctoral student to enable the enhancement of the work and/or of the student’s career.
8. No indication of a final result should be offered to the student during the viva process;
9. Once the viva is over, and the student and supervisor have left the (virtual) venue, the NAC will confirm with each assessor their final decisions.
10. In the event that an assessor wishes to amend his/her written assessment, the standard form specific for this purpose must be completed, signed and submitted within seven days to the faculty office.
11. In cases where there is agreement, the result will be put forward for approval as per the university governance requirements and the supervisor and student will be formally informed.
12. In cases where there is no agreement, the university’s normal procedures to resolve such impasses will be invoked.