

## **Third Year Project Vivas – Notes**

The purpose of the viva is twofold, firstly to see how a student can describe their project concisely to two knowledgeable people and secondly how well they defend the statements that they made in the Executive summary and during their description of their project. It is not the purpose of this exercise to determine the technical achievement of the student, which will be assessed when the Final Reports are marked.

For the viva itself please make sure that the date, time and venue are all known to the student the supervisor and the second examiner – especially if these have had to be changed to suit personal timetables or there is going to be a demonstration in a place other than the supervisor's office.

Before the viva starts ask the student for his or her **Executive Summary** and take a few moments to look through this. The viva comprises two parts.

In the first part ask the student to describe their project (this may also involve a demonstration) this should be limited to **fifteen** minutes. You should be sensitive to those things that the student has chosen to bring to your attention and those that they have decided to leave out, during the description, you may wish this to form the basis of, at least, some of the questions that you ask in the second part of the viva.

*(The following are examples of points that students might make in their descriptions, if these points are not covered you may wish to ask questions in the Questions and Answers section below.)*

- *Does the description make the projects aims clear?*
- *Does the description follow a logical series of steps?*
- *Is appropriate use made of block diagrams, figures and graphs?*
- *Have you seen a demonstration of the project – if not, why not?*
- *What are the particular achievements of the student?*
- *What problems have been overcome?*
- *What changes have been made to the original specification?*

In the second part of the viva during the questions and answers session (limit this to **fifteen** minutes) feel free to ask some technical questions – to see how the student handles them – but you should also determine that the student can defend the statements made in the Executive Summary.

- *Can the student defend the statements made in the Executive Summary?*
- *Are questions handled with confidence?*
- *Are questions answered concisely and without waffle?*

At the end of the viva the supervisor and the second examiner may wish to enter further discussion, I leave that to those involved. Supervisors upload a single mark sheet, which captures a common set of marks. Please upload the joint mark sheet to Blackboard and provide the overall mark as the final viva voce mark in the appropriate box on Blackboard.

Dr Roelof van Silfhout  
Third year Project coordinator  
April 2014