



The format for the mini-viva is as follows:

1. It is composed of a two-part assessment: 70% of the mark goes to the content of your proposal, and 30% of the mark goes to the presentation.
2. You will need to come to Bradford and present your proposal in front of a small panel consisting of your supervisor and the DBA directors of study. The process takes about an hour. The presentation should be about 20 minutes long (the number of slides is up to you, but I strongly suggest no more than 7). It is followed by a discussion where the panel will ask you questions about your research plans. After this, the panel will make a decision about your progression.
3. To ensure that the mini-viva is a clear-cut progression point for you and that you do not end up with having to make corrections to your proposal, please ensure that your proposal is fully developed before you present it. Make sure that you submit a draft to your supervisor at least a month before the mini-viva for feedback and only go ahead with the mini-viva if your supervisor agrees that your proposal is ready to be presented.
4. Your proposal (the paper version of 5,000 words) should also be prepared and sent to Bradford at least a week before the mini-viva so the panel members can read it beforehand.
5. Make sure that your presentation is an accurate reflection of the 5,000-word proposal document. (I am saying this because I have seen cases where there have been drastic differences between these two documents and this really should not happen). This means that your supervisor should give you feedback on the presentation draft.
6. Finally, the 5,000 proposal document should contain the following elements:
 - And introduction with a clear statement of your research aims and questions with a consideration of both theoretical and practical contributions.
 - A literature review that would demonstrate the theoretical framework that you will employ to answer to your research questions.
 - A methodology section that clearly explain what methods you are planning to use and exactly how they are appropriate for answering your research questions.
 - A time plan for the research (perhaps a Gantt chart) detailing the timeframes for completing the various elements of research and the writing of the thesis.