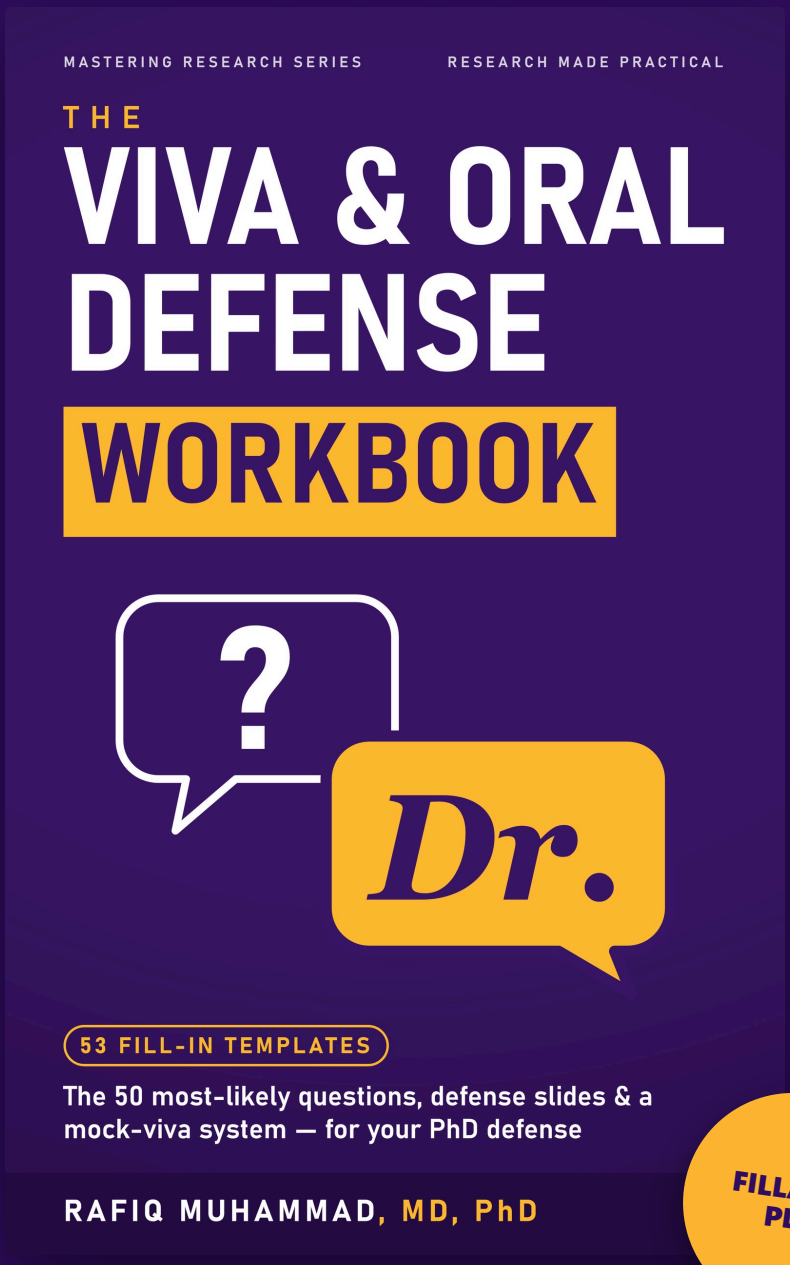
FILLABLE TEMPLATE KIT



The Viva & Oral Defense Template Kit

53 fillable templates · US Letter & A4 · type, save, print

The companion kit to the workbook shown above. It contains the templates only. The chapters and the completed examples are in the book.

Rafiq Muhammad, MD, MIHMEP, PhD · Kit Edition 1.0 · 2026 · KIT-WB18

How to use this kit

This kit contains every fill-in template from *The Viva & Oral Defense Workbook*, one per page, in the order you will use them. Each page tells you in a few lines how to fill it in.

> **On screen:** open the PDF in Adobe Acrobat Reader (free), Microsoft Edge, Google Chrome or macOS Preview. Click any white box and type; boxes grow to more lines where answers are long. Tick boxes with a click. **Save often** (Ctrl/Cmd + S) — your answers stay in the file.

> **On paper:** print any page; every box is sized for handwriting.

Working with a supervisor? Each template ends with a sign-off line, so you can bring pages to meetings as they are done.

First time doing this? The kit gives you the tools; the workbook teaches the method. *The Viva & Oral Defense Workbook* explains every template and shows a completed example of each one, built around a single study from start to finish.

The workbook, with a completed example of every template: https://www.gradsummit.com/workbooks/viva-oral-defense-workbook/

© 2026 Rafiq Muhammad, MD, MIHMEP, PhD · Licensed to the purchaser · Personal use only · gradsummit.com

Template map

53 templates in the order the workbook uses them. Click a row to jump to it; tick **Done** as you finish each one.

#	Template	Page	Done
Chapter 1 · Demystify the Viva: What the Defense Actually Tests			
1.1	Viva Reality & Myth-Buster Sheet	6	☐
1.2	What the Viva Actually Tests	7	☐
1.3	Format Spectrum Locator	8	☐
1.4	Viva Vocabulary Decoder	9	☐
Chapter 2 · Decode Your Viva: Capture the Format and Know Your Examiners			
2.1	Viva Specifications Capture Sheet	10	☐
2.2	Possible-Outcomes Map	11	☐
2.3	Examiner Research Dossier	12	☐
2.4	Examiner-to-Thesis Link Sheet	13	☐
Chapter 3 · Know Your Thesis Cold: Re-Master It and Build Deployable Summaries			
3.1	Thesis-at-a-Glance Map	14	☐
3.2	Chapter Summary Sheets	15	☐
3.3	Key Facts, Numbers & Citations Sheet	16	☐
3.4	Multi-Level Summary Builder	17	☐
3.5	"Where Is It?" Locator	18	☐
Chapter 4 · Articulate Your Contribution to Knowledge: State What Your Thesis Adds			
4.1	Contribution-to-Knowledge Articulator	19	☐
4.2	"What's New / Original" Sheet	20	☐
4.3	Significance & Impact Statement	21	☐
4.4	Contribution Elaboration Ladder	22	☐
Chapter 5 · Defend Every Decision: Justify the Choices Behind Your Study			
5.1	Chapter-by-Chapter "Defend Your Decisions" Sheets	23	☐
5.2	Methodological-Justification Sheet	24	☐
5.3	"Why Did You…" Question Prep	25	☐
5.4	Trade-Offs & Alternatives Sheet	26	☐
Chapter 6 · Pre-Empt Your Weaknesses: Name Your Limits Before the Examiners Do			
6.1	Thesis-Weakness Pre-Empt Worksheet	27	☐
6.2	Limitations-Ownership Sheet	28	☐
6.3	Anticipated-Critique Response Planner	29	☐
6.4	Weakness-to-Awareness Reframe	30	☐
Chapter 7 · The 50 Most-Likely Questions: Prepare the Predictable			
7.1	50 Most-Likely Viva Questions (with answer planners)	31	☐

© 2026 Rafiq Muhammad, MD, MIHMEP, PhD · Licensed to the purchaser · Personal use only · gradsummit.com

CHAPTER 3 · KNOW YOUR THESIS COLD: RE-MASTER IT AND BUILD DEPLOYABLE SUMMARIES

3.1 Thesis-at-a-Glance Map

Purpose: Put your whole thesis on one page — each chapter's question, method, and main finding — so you can see and trace the spine of the argument from question to contribution.

Estimated time: 45–60 min

Completed example: Template 3.1 in The Viva & Oral Defense Workbook.

How to fill this in

1. For each chapter, capture its research question or focus, its method or move, and its main finding.
2. Keep each cell short — this is a map, not a summary; the detail goes in 3.2.
3. Read down the last column afterward: it should tell the story from question to contribution.

Chapter	My Thesis (Key Content — Question · Method · Finding)
1 — Introduction	
2 — Literature Review	
3 — Methodology	
4 — Results	
5 — Discussion	
6 — Conclusion	

Output: The spine of your thesis on one page — the first half of this chapter's checkpoint, and the reference you keep in view while you drill the parts.

Supervisor sign-off	Date	Comments

© 2026 Rafiq Muhammad, MD, MIHMEP, PhD · Licensed to the purchaser · Personal use only · gradsummit.com

CHAPTER 5 · DEFEND EVERY DECISION: JUSTIFY THE CHOICES BEHIND YOUR STUDY

5.1 Chapter-by-Chapter "Defend Your Decisions" Sheets

Purpose: Record every significant decision in your thesis, section by section, with the rationale behind it — so that no choice an examiner could question catches you without a reason.

Estimated time: ongoing

Completed example: Template 5.1 in The Viva & Oral Defense Workbook.

How to fill this in

1. Work through your thesis section by section, using your chapter summaries (3.2) as the source.
2. For each significant decision, state it plainly and write the reason you made it.
3. Cover scope, framing, design, measures, analysis, and the implications you chose to draw.

Chapter / Section	The Decision	The Rationale
Ch. 1 — Scope		
Ch. 2 — Framing		
Ch. 3 — Design		
Ch. 3 — Measures		
Ch. 4 — Analysis		

Output: A complete, section-by-section record of your thesis's decisions and their rationales — the backbone of your defense and the whole of this chapter's checkpoint.

Supervisor sign-off	Date	Comments

© 2026 Rafiq Muhammad, MD, MIHMEP, PhD · Licensed to the purchaser · Personal use only · gradsummit.com

End of the sample

This sample shows 2 templates: 3.1 Thesis-at-a-Glance Map; 5.1 Chapter-by-Chapter ?Defend Your Decisions? Sheets.

The full The Viva & Oral Defense Template Kit has 53 fillable templates, each on its own page, with the template map, bookmarks and a Done box for every template, in US Letter and A4.

You can buy the full kit on the page where you downloaded this sample.

© 2026 Rafiq Muhammad, MD, MIHMEP, PhD · Sample pages · gradsummit.com