**Confirmation - Nomination of Assessors**

|  |  |
| --- | --- |
| Student name: |  |
| Student ID number: |  |
| Programme name: |  |
| Academic Unit: |  |
| Supervisor/s: |  |

*This form would normally be completed by the main supervisor. However, in the case where there is a co-ordinating supervisor in addition to the main supervisor, it should be completed by the co-ordinating supervisor. The co-ordinating supervisor must be a University of Southampton staff member.*

**Instructions**

Your student will soon be submitting their Interim Thesis, review of Academic Needs Analysis, and updated training record for assessment. You should now nominate the assessors for the Confirmation assessment. Once the nomination has been approved by the Graduate School Directorate, the student submission will be forwarded to the assessors.

**The viva should normally take place within a month of submission of the Interim Thesis by the student. Please ensure you nominate the assessors promptly to ensure there are no delays to the viva.**

Please complete this form then forward it to the Graduate School Office. Please circle/delete as appropriate. **Questions marked with an asterisk are mandatory.**

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**Confirmation Panel (viva)**

In accordance with the University’s Code of Practice (<http://www.calendar.soton.ac.uk/sectionV/code-practice.html>),**the viva must be conducted by** **two independent assessors** who have had no direct involvement in the research, one of whom must be internal to the University. The independent assessors must have relevant expertise and experience and have been independent of the supervisory relationship.

**One of the assessors should act as the lead assessor and will write the assessors’ report.** When nominating the assessors, you will be asked to indicate who would take the role of lead assessor.

You should now arrange the viva and nominate the assessors. Please complete the form below with the details and forward to the Graduate School Office.

**Please inform your student of the date, time and location of the viva.**

**\*** Has the student fulfilled all required training and completed the quarterly activity reports?YES/NO

If NO, please give details:

|  |
| --- |
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**Date and Time of viva (if known)**

The viva should normally take place within a month of submission of the Interim Thesis

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|  |

Date

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| --- |
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Time

|  |
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Location of viva

(if known)

**Nomination of Assessors**

**\*** Please enter the names of the two independent assessors in the table below, indicating who would act as the lead assessor.

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Email address** |
| Lead Independent Assessor+ |  |  |
| Second Independent Assessor+ |  |  |

+ The Independent Assessors must have had no direct involvement in the research project

**Nomination of Other Non-Assessing Invitees** (e.g. Supervisor, Independent Chair, Other)

An Independent Chair can be asked to attend the viva by either the student, the supervisory team or the Graduate School. If you wish to invite an independent chair, please give your reasons in the box below and enter their details below.

(<http://www.southampton.ac.uk/quality/pgr/examination_and_examiners/examiners.page>?)

I wish to invite an independent chair for the following reasons:

|  |
| --- |
|  |

**Independent Chair**

|  |
| --- |
|  |

Name

|  |
| --- |
|  |

Email Address

A member of the supervisory team will normally be invited to attend as an observer only. However, the student can request the opportunity to meet the Confirmation Panel without a supervisor being present. This request should be made in writing to the Graduate School Office.

If a member of the supervisory team will be attending the viva please add their details below.

You may also add other invites (e.g. Industrial Partner representative) who may attend the viva but will not be allowed to take part in the assessment.

Please add any additional attendees below as applicable.

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Email address** |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Supervisor name: |  |
| Signature: |  |
| Date: |  |

When you have completed this form, please sign it and return to the Graduate School Office. **Please ensure you return this form promptly as the viva should take place within a month of the student submission.**

**Directorate Approval**

**Instructions**

Please approve the nomination of assessors (and independent chair if applicable) for the Confirmation viva. Please ensure that the panel consists of at least two independent assessor as reflected in the Code of Practice.

If an independent chair has not been nominated by the supervisor but you think one is required, please enter their details below.

I wish to invite an independent chair for the following reasons:

|  |
| --- |
|  |

**Independent Chair**

|  |
| --- |
|  |

Name

|  |
| --- |
|  |

Email Address

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |

**When you have completed this form, please sign it and return to the Graduate School Office. If there are any issues with the nominated attendees, please contact the supervisor directly. If any changes are made to the assessors, the Graduate School Office must be notified as soon as possible.**