**Confirmation (Reassessment) - Nomination of Assessors**

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| --- | --- |
| 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 has completed the 1st attempt of their Confirmation, and the outcome was for the student to be reassessed. If the student was required to submit a revised Interim Thesis, this will be forwarded to the independent assessors in due course.

You should now arrange the re-viva and **nominate an independent chair**. Please complete the form below with the details and forward it to the Graduate School Office. **Questions marked with an asterisk are mandatory.**

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

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**Confirmation Reassessment Panel (re-viva)**

In accordance with the University’s Code of Practice *(*[*http://www.calendar.soton.ac.uk/sectionV/code-practice.html*](http://www.calendar.soton.ac.uk/sectionV/code-practice.html)*),* **the re-viva will usually be conducted by the same panel as at the first attempt**.

**An independent chair must also be appointed.**

**One of the assessors will take the role of lead assessor and will lead the questioning and write the assessors’ report.** When re-nominating the assessors, you will be asked to indicate who will take the role of lead assessor.

If, after reading the resubmitted Interim Thesis, the assessors are satisfied that this is enough to “confirm” the student’s Doctoral status, there will be no need to hold a re-viva. However, **confirmation cannot be declined without a re-viva with an independent chair**. Therefore if the amended Interim Thesis is not sufficient for confirmation, a re-viva **must** take place.

**If, due to exceptional circumstances, an independent assessor from the first attempt cannot attend the re-viva, you must nominate another independent assessor to take their place.** The independent assessor must have relevant expertise and experience and have been independent of the supervisory relationship.

**\*** 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+ |  |  |

**If you are nominating a new independent assessor, please give your reasons below. Please note: the independent assessor must be internal to the University.**

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

The decision from the re-viva must be made by the final Confirmation deadline which is noted in the email that was sent to you with this form.

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Date

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Time

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Location of viva (if known)

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

**You must nominate an independent chair.** Please complete their details below.

**Independent Chair**

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|  |

**\*** Name

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**\*** 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 re-viva please add their details below.

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

Please add any additional attendees below as applicable.

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Email address** |
|  |  |  |
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| --- | --- |
| 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 re-viva should take place before the final Confirmation decision deadline.**

**Directorate Approval**

**Instructions**

Please approve the nomination of assessors and independent chair for the Confirmation re-viva. Please ensure that the panel consists of at least two independent assessors, as reflected in the Code of Practice.

**The re-viva should involve the same assessors as constituted at the first attempt as well as an independent chair.** If, due to exceptional circumstances, the supervisor had to nominate a different independent assessor, they should have given valid reasons why they have done so.

In exceptional circumstances, the Faculty Director of Graduate School may wish to appoint an additional independent assessor.If you wish to nominate an additional independent assessor, please give their details below:

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|  |

Name

|  |
| --- |
|  |

Email Address

**Please note:** If, after reading the resubmitted Interim Thesis, the assessors are satisfied that this is enough to “confirm” the student’s Doctoral status, there will be no need to hold a re-viva. However, **confirmation cannot be declined without a re-viva with an Independent Chair.** Therefore, if the amended Interim Thesis is not in itself sufficient for confirmation, a re-viva **must** take place.

|  |  |
| --- | --- |
| 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 assessors or independent chair, please contact the supervisor directly.** **If any changes are made to the Confirmation reassessment panel members, the Graduate School Office must be notified as soon as possible.**