**1st Progression Review - Independent Assessor Review & Panel Report**

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

You have been approved as an independent assessor for this student’s 1st Progression Review Panel. Please review the student’s 1st Progression Review Report, review of Academic Needs Analysis and updated training record.

The Review Panel will consist of a member of the supervisory team and at least one independent assessor.

**The panel will be led by the independent assessor who will also write the panel report.** The supervisor will review the panel report before it is forwarded to the student.

**Once the viva has taken place, please ensure you complete this form and return it to the Graduate School Office promptly as the student will not receive the review panel recommendation and report until this form is submitted.**

If the recommendation is to reassess the student, **the Director of the Faculty Graduate School and the student must be informed of the outcome within ten working days of the viva**, in accordance with the ‘Procedures for Circumstances that may lead to Withdrawal or Termination’. (<http://www.southampton.ac.uk/quality/pgr/research_degree_candidature/termination_withdrawal.page>)

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Following the viva, please complete the form below. Please circle/delete as appropriate. **Questions marked with an asterisk are mandatory.**

**If the recommendation is NOT to progress the student, please advise on further action required.**

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\* Date of viva:

\* Recommendation**:** Pass/Reassess

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\* Please tick to confirm that the training requirements were discussed with the student during the viva

**Is there a clear plan for Confirmation?**

Please comment on any areas where you feel improvement is required in order for the student to successfully progress to the “Confirmation of Doctoral Registration” milestone.

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**Issues for consideration**

Please list any issues which came to light during the viva and describe what action should be undertaken to overcome them.

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**Independent Assessor’s Report**

The assessors’ report should include your comments on the 1st Progression Review Report and the viva, as well as your recommendations for further work or training to be undertaken.

If your recommendation is to **reassess the student**, this would normally require a resubmission of the 1st Progression Review Report as well as a re-viva. If amendments to the report are necessary, please indicate this clearly in your assessor’s report.

If the student resubmits their amended 1st Progression Review Report and you are satisfied that as a result of the changes, this is enough for them to progress to Confirmation, there is no need to hold a re-viva. However, **progression cannot be declined without a re-viva with an Independent Chair.** Therefore if the amended 1st Progression Review Report is not in itself sufficient for progression, a re-viva **must** take place.

Please type your report in the box below or submit a separate document with this form.

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| Independent Assessor’s Name: |  |
| Signature: |  |
| Date: |  |

**When you have completed this form, please sign it and return to the Graduate School Office.**

**Supervisor Review**

*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.*

**Please ensure you complete this form and return it to the Graduate School office promptly as the student will not receive the review panel recommendation and report until this form is submitted.**

If the recommendation is to reassess the student, **the Director of the Faculty Graduate School and the student must be informed of the outcome within ten working days of the viva**, in accordance with the ‘Procedures for Circumstances that may lead to Withdrawal or Termination’. (<http://www.southampton.ac.uk/quality/pgr/research_degree_candidature/termination_withdrawal.page>)

If there are significant issues with the independent assessor’s report, please discuss these with the assessor directly. If it is necessary to make amendments to the assessor’s report, the assessor must email their updated report to the Graduate School Office.

**However, please note – the decision on the final outcome is entirely that of the independent assessor.**

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**Supervisor Review**

Please review the Panel Report. If you wish to add any comments for the student, you can do so in the box below.

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**Comments for the student:**

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**Action Plan** (if applicable)

If the Review Panel recommendation was to reassess the student, please consult with the assessor and the student and submit an action plan for the student with this form. The action plan should address any required revisions or further work.

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**Resubmission deadline:**

The resubmission deadline should be at the latest 1 month before the final 1st Progression Review deadline. The final 1st Progression Review deadline is noted in the email that was sent to you with this form.

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| Supervisor’s Name: |  |
| Signature: |  |
| Date: |  |

**When you have completed this form, please sign it and return to the Graduate School Office.**

**Student Review**

**Instructions**

Please review the panel report and the action plan (if applicable).

Once you have reviewed these, please complete this form and forward to the Faculty Graduate School Office. If you wish to add any comments you can do so in the box below.

**Please Note: you are required to tick the statement below and submit this form in order to continue your registration on your programme of study.**

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**Please tick to confirm you acknowledge the comments and recommendation and agree to undertake further training and actions as indicated in the panel report and action plan (if applicable)**

Any comments you wish to make:

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| --- | --- |
| Student’s Name: |  |
| Signature: |  |
| Date: |  |

**When you have completed this form, please sign it and return to the Graduate School Office.**

**Directorate Approval**

**Please approve this progression review**

Please review this progression review and action plan (if applicable) then sign this form and return to the Graduate School Office.

If the recommendation is to reassess the student, please follow the procedures as outlined in the ‘Procedures for Circumstances that may lead to Withdrawal or Termination’ in advance of the re-viva.

(<http://www.southampton.ac.uk/quality/pgr/research_degree_candidature/termination_withdrawal.page>).

If there are any issues with the progression review or action plan (if applicable), please contact the assessor or supervisor directly. If it is necessary to make amendments to the assessor’s report or action plan these must be submitted directly to the Graduate School Office.

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

**When you have completed this form, please sign it and return to the Graduate School Office.**