**1st Progression Review - Nomination of Review Panel Members**

|  |  |
| --- | --- |
| 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 1st Progression Review Report, review of Academic Needs Analysis, and updated training record for assessment. You should now nominate the review panel members. Once the nomination has been approved by the Graduate School Directorate, the student submission would be forwarded to the panel members.

**The viva should normally take place within a month of submission of the 1st Progression Review Report by the student. Please ensure you nominate the panel members 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.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Panel Meeting (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 viva must be conducted by** **a member of the supervisory team and an independent assessor** who has had no direct involvement in the research. The independent assessor must have relevant expertise and experience and have been independent of the supervisory relationship. The independent assessor must be internal to the University.

**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.

You should now arrange the viva and nominate an independent assessor and a member of the supervisory team. Please complete the form below with the details and forward to the Graduate School Office. If you are the member of the supervisory team who will attend the viva, please add yourself as an attendee.

**Please inform your student of the date, time and location of the review panel meeting.**

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

If NO, please give details:

|  |
| --- |
|  |

**Date and Time of Viva (if known)**

The viva should normally take place within a month of submission of the 1st Progression Review Report

|  |
| --- |
|  |

Date

|  |
| --- |
|  |

Time

|  |
| --- |
|  |

Location of viva (if known)

**Review Panel Members**

**\*** Please enter the names of the review panel members in the table below.

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Email address** |
| Independent Assessor+ |  |  |
| Supervisor |  |  |

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

**Nomination of Other Non-Assessing Invitees** (e.g. 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.

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

|  |
| --- |
|  |

**Independent Chair**

|  |
| --- |
|  |

Name

|  |
| --- |
|  |

Email Address

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 the review panel members (and independent chair if applicable) for the 1st Progression Review viva. Please ensure that the panel consists of at least one 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 review panel members, the Graduate School Office must be notified as soon as possible.**