**1st Progression Review (Reassessment) - Nomination of Reassessment 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 has completed the 1st attempt of their 1st Progression review, and the outcome was for the student to be reassessed. If the student was required to submit a revised report, this will be forwarded to the reassessment panel members in due course.

You should now arrange the re-viva and nominate and 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.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reassessment Panel Meeting (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.** The questioning will be led by the independent assessor who will also write the panel report. The supervisor will then review the assessor’s report.

If, after reading the resubmitted Progression Review Report, the assessor is satisfied that this is enough for the student to progress to Confirmation, there will be no need to hold a re-viva. However, **progression cannot be declined without a re-viva with an independent chair**. Therefore if the amended Progression Review Report is not sufficient for progression, a re-viva **must** take place.

**If, due to exceptional circumstances, the 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.

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

|  |
| --- |
|  |

|  |
| --- |
|  |

Independent Assessor’s Name

|  |
| --- |
|  |

Email Address

**If the supervisor from the first attempt cannot attend the re-viva, please nominate another member of the supervisory team to replace them:**

|  |
| --- |
|  |

Supervisor’s Name

|  |
| --- |
|  |

Email Address

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

The decision from the re-viva must be made by the final 1st Progression Review deadline which is noted in the email that was sent to you with this form.

|  |
| --- |
|  |

Date

|  |
| --- |
|  |

Time

|  |
| --- |
|  |

Location of viva (if known)

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

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

**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 before the final 1st progression review decision deadline.**

**Directorate Approval**

**Instructions**

Please approve the nomination of the independent chair for the 1st Progression Review re-viva (and independent assessor/supervisor if applicable). Please ensure that the panel consists of at least one independent assessor as reflected in the Code of Practice.

**The re-viva should involve the same panel members 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:

|  |
| --- |
|  |

Name

|  |
| --- |
|  |

Email Address

**Please note:** If, after reading the resubmitted Progression Review, the assessor is satisfied that this is enough for the student to progress to Confirmation, there will be no need to hold a re-viva. However, **progression cannot be declined without a re-viva with an Independent Chair.** Therefore, if the amended Progression Review is not in itself sufficient for progression, 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 attendees or independent chair, please contact the supervisor directly.** **If any changes are made to the reassessment panel members, the Graduate School Office must be notified as soon as possible.**