# UCL open logoUCL Student and Registry Services

researchdegrees@ucl.ac.uk

# Nomination Form for Viva Chair (non-IOE)

# This form is to be used by supervisors in Faculties other than the Institute of Education to nominate an Independent Chair for a viva if needed. For the IoE, please see local guidance for appointing Viva Chairs.

**Please submit this form with the Examiner Nomination Form for UCL Research Degree Candidates.**

Ensure you have read the [Procedure for the Nomination and Appointment of Research Degree Examiners](https://www.ucl.ac.uk/academic-manual/sites/academic_manual/files/guidance_on_research_degree_examiner_nominations.pdf).

* You must nominate a Viva Chair if you wish to appoint an examiner in the same department as a candidate who is also a member of UCL staff (excluding PGTAs).
* The Viva Chair must be from another department in UCL and must be independent of the supervising team and student.
* They must be an experienced UCL examiner (the FGT can decide what is reasonably considered a ‘department’ in this context to achieve independence)
* As supervisor, you will be responsible for confirming the appointment to the Chair and liaising with them about the arrangements for the viva.
* After the viva, the Viva Chair should email a brief report of the viva examination to Research Degrees. If there are any concerns about the viva process, Research Degrees will forward the report to the relevant Departmental Graduate Tutor for action.
* Please submit this form to Research Degrees along with the Examiner Nomination Form.



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| **Part 1: Candidate Details** – Name and number as they appear on [Portico](https://evision.ucl.ac.uk/urd/sits.urd/run/siw_lgn)  |
| Forename |  |
| Surname |  |
| Student Number |  |
| Department/Division/Institute (including research department, if applicable) |  |
| Is the candidate a member of UCL staff (excluding PGTAs)? Please give details and dates of appointment.  | Yes ☐No ☐ |
| Reason Viva Chair requested for this candidate. |  |

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| **Part 2: Viva Chair details** –please give the details of your nominated Viva Chair below.The Chair must not be from the same department at UCL as the candidate or supervisor(s) and must be independent of the supervising team and student. The Supervisor will be responsible for confirming the appointment to the Chair and liaising with them about the arrangements for the viva. |
| Title: |  |
| Forename: |  |
| Surname: |  |
| Email: |  |
| Department: |  |
| Role held: |  |

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| **Part 3: Supervisor’s Approval** |
| I confirm that I have read the [UCL guidance](https://www.ucl.ac.uk/academic-manual/sites/academic-manual/files/procedure_for_nomination_and_appointment_of_research_degree_examiners-2018-19_0.pdf) on the appointment of research degree examiners. |
| Name of Supervisor: |  |
| Signature of supervisor: |  |
| Date: |  |

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| **Part 4: Departmental Graduate Tutor Approval** |
| I confirm that this appointment of a Viva Chair is supported by the department:[ ]  Yes [ ]  No  |
| If no, please provide details and return form to Supervisor:   |
| Name of DGT: |  |
| Signature of DGT: |  |
| Date: |  |

**Once approved by the DGT please email this form to** **Research Degrees** **for processing along with the Examiner Nomination Form.**

*The following section is for Faculty use only.*

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| **Part 5: Faculty Graduate Tutor Approval** |
| I approve this appointment of a Viva Chair of this examination in accordance with UCL’s guidelines for the appointment of examiners: | Yes [ ] No [ ]  |
| FGT Name: |  |
| Signature of DGT: |  |
| Date: |  |

*20 December 2023*