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### Research Degrees

# RD1 Research Student Progress

# Confirmation Viva

Students must complete **all** of sections one, two, three, four and five.

If you have any confidential issues, comments, queries or suggestions you would like to raise about any aspect of your research degree programme, please contact the Chair of your school-based Research Student Progress Group.

Students, supervisors and readers must read the University's [Research Degree Regulations](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/academic-regulations/) and [Code of Good Research Practice](https://student.londonmet.ac.uk/media/london-metropolitan-university/london-met-documents/professional-service-departments/research-office/course-documents/Code-of-Good-Research-Practice.pdf) before completing this form. Information can also be found in the Handbook for Research Students and Supervisors in the **Doctoral Studies** section of Weblearn.

The Confirmation Viva will take place after 3 months’ FT study (6 months PT) for non-practice based and non-laboratory subjects; after 6 months (12 months PT) for practice-based and laboratory subjects. The precise date will be arranged by the supervisors in consultation with the student.

For the Confirmation Viva, students are required to write an outline of 4,000 words (3,000 in the case of MPhil or a practice-based/led degree) which must include the title and content outline of the proposed thesis. It must also address: 1) the importance and originality of the study; 2) the context (within theories and the literature) of the study, explaining how it fits the wider discussion of the topic; 3) the plan for primary/original research, experimentation, etc., dependent on the field; 4) a GANTT chart showing the timeline for activities and writing; and significant bibliography which is demonstrably larger than the one presented on application.

Students will also have to give a presentation of 10 minutes duration. This should be supported by PowerPoint slides. A panel comprising of members of the school Research Student Progress Group, normally supervisors, a reader, and a chair, will then ask questions for up to 20 minutes.

Please note that you have to pass both the written submission and the viva.

The outcome will be related to the candidate on the day. The possible outcomes are:

* Pass and continue to PhD.
* Pass and continue to MPhil.
* Correction and resubmit (Please note that all resubmissions involve a viva voce examination).
* Withdraw (this option only applies in the case of a failed resubmission to the Confirmation Viva).

If a revision (improvements or enhancements) is required the Research and Postgraduate Office will relate details in a written report from the Chair within one week. For those who must make corrections, one further submission will be allowed within three months (FT) or six months (PT).

For a resubmission, and following a further viva, the possible outcomes are:

1. Pass and continue to PhD.
2. Pass and continue to MPhil.
3. Fail and withdraw from programme.

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| Section one – your details | | | | | | | | |
| Student ID | |  | Name | | | |  | |
| If you have started data collection, please provide the date of ethics approval | | | Date of ethics approval:  ☐N/A | | | | | |
| First or Second (Final) Submission | | | ☐ First ☐ Second | | | | | |
| Section two - supervision | | | | | | | | |
| If you have any concerns regarding supervision, please contact your supervisors in the first instance if appropriate. If you do not feel able to do this, please contact either the chair of your school-based RSPG or the PGR Co-ordinator in your School. | | | | | | | | |
| Please indicate how many times you have met with your supervisors since you have started on the programme. For second confirmation vivas, please detail your meetings since the first viva. Meetings may include contact in person, by correspondence, telephone, email or video call; please distinguish between these types. | | | | | | | | |
|  | | | | | | | | |
| Section three – Report (up to 4,000 words, practice-based: up to 3,000 words) | | | | | | | | |
| Please state in detail the nature, scope, importance and potential contribution of your thesis. | | | | | | | | |
| Use the following headings for your report, which you should append to this form:   1. Title. 2. An introduction outlining the content of the proposed thesis; 3. The importance and originality of the study; 4. The context (within theories and the literature) of the study, explaining how it fits the wider discussion of the topic; 5. The plan for primary/original research, experimentation, etc., dependent on the field; 6. A GANTT chart showing the timeline for activities and writing; 7. A significant bibliography which is demonstrably larger than the one presented on application. | | | | | | | | |
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| Section four – Researcher Development | | | | | | | | |
| Research students are expected to develop their personal, professional, and research competencies, skills, and knowledge throughout their period of study at London Met. They should discuss their training needs with their lead supervisor and identify which activities are appropriate and necessary for their programme of research, and personal and career development.  The London Met Researcher Development Programme offers a range of courses across four domains: Knowledge and Intellectual Abilities; Personal Effectiveness; Research Governance and Organisation; Engagement, Influence, and Impact. These courses are available face-to-face and on-line.  Please tick below which of the following researcher development activities you have engaged with **since your Enrolment or your first Confirmation Viva**. Please give the date and a brief description of the activity. | | | | | | | | |
| ☐ Induction | | | | | | | | |
| Description |  | | | | | | | |
| ☐ London Met Postgraduate Research Training Sessions | | | | | | | | |
| Description |  | | | | | | | |
| ☐ On-line courses which you have undertaken | | | | | | | | |
| Description |  | | | | | | | |
| ☐ Taught Masters modules which you have undertaken | | | | | | | | |
| Description |  | | | | | | | |
| ☐ Relevant conferences which you have attended | | | | | | | | |
| Description |  | | | | | | | |
| ☐ Any other researcher development opportunities in which you have participated | | | | | | | | |
| Description |  | | | | | | | |
| ☐ if you have not engaged in any of these activities, please indicate the reason(s) why you have not done so. Lack of engagement with researcher development is likely pose a risk to successful completion of your research programme | | | | | | | | |
| Explanation |  | | | | | | | |
| **Signed (student)** |  | | | | **Date** | | |  |
| Section Five – Supervisors’ comments and feedbackPlease note that these comments will be sent to the student following the Confirmation Viva | | | | | | | | |
| Please comment conjointly on the student's progress in respect of their programme of research and written work and make a recommendation regarding progress. Your comments and suggestions will provide formative feedback to the student. Please offer supportive, constructive, and sensitive comments on the work, including whether it is of an appropriate standard for proceeding. | | | | | | | | |
| *Please put your feedback and recommendation as a text comment in the feedback studio (blue pen symbol on the right side). The section below shows you the wording you should use, but you cannot manipulate the form.* | | | | | | | | |
| Recommendation by the Supervisors | | | | | | | | |
| We recommend / do not recommend **(delete as appropriate)** that progress is approved | | | | | | | | |
| **Supervisor name** |  | | | | **Date** | | |  |
| **Supervisor name** |  | | | | **Date** | | |  |
| Section Six – Independent Reader’s comments and feedbackPlease note that these comments will be sent to the student and their supervisors following the Confirmation Viva | | | | | | | | |
| Please comment on the student's progress in respect of their programme of research and their written submission, and make a recommendation regarding progress. Your comments and suggestions will provide formative feedback to the student. Please offer supportive, constructive and sensitive comments on the written material provided, including whether it is of an appropriate standard for proceeding. | | | | | | | | |
| *Please put your feedback and recommendation as a text comment in the feedback studio (blue pen symbol on the right side). The section below shows you the wording you should use, but you cannot manipulate the form.* | | | | | | | | |
| Recommendation by the Independent Reader | | | | | | | | |
| I recommend / do not recommend **(delete as appropriate)** that progress is approved | | | | | | | | |
| **Reader name** |  | | | **Date** | |  | | |
| Section seven – Report on the Viva by the Chair | | | | | | | | |
| The supervisors, independent reader and chair should agree a report on the viva presentation. The supervisors and reader should take into account their views on the written work when making and justifying one of the following assessments:   * Pass and continue to PhD. * Pass and continue to MPhil. * Correction and resubmit (Please note that all resubmissions involve a viva voce examination) * Withdraw (this is only in the case of a resubmission to Confirmation Viva). | | | | | | | | |
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| Research Student Progress Group Decision(Office Use Only) | | | | | | | | |
| ☐ Progress approved | | | | | | | | |
| ☐ Refer (to be considered at the next Confirmation Viva panel or at another specified date) | | | | Reason:  Date: | | | | |
| ☐ Withdraw | | | | Reason: | | | | |
| ☐ Chair’s Action | | | | Action to be taken: | | | | |
| **RSPG Chair** |  | | | **Date** | |  | | |