***Pre-Continuation Chair-person Nomination Form***

The deadline for submitting this form is **15 September for Oct/Nov** continuation procedures and **15 February for Mar/Apr** continuation procedures.

Once the Chairperson (hereafter known as Chair) has been approved by the Postgraduate Office, the Supervisor will be informed, and a Chair information pack will be sent to the Chair. The Supervisor can then proceed to organise the date of the continuation procedure, ensuring it works for the student, themselves as Supervisor, the Chair and two Assessors.

**PART A: GENERAL INFORMATION**

|  |  |
| --- | --- |
| Student name | |
| Student number |  |
| Student e-mail address |  |
| Provisional title of thesis |  |
| **Supervisory Team** | |
| Supervisor name |  |
| Supervisor e-mail |  |
| Additional supervisor name |  |
| Additional supervisor e-mail |  |
| **Mandatory thesis panel member no 1** | |
| Name |  |
| E-mail address |  |
| **Mandatory thesis panel member no 2** | |
| Name |  |
| E-mail address |  |

**PART B: INFORMATION REGARDING CONTINUATION VIVA ASSESSORS AND CHAIR**

|  |  |
| --- | --- |
| Please note assessors are generally drawn from the mandatory thesis panel (e.g., the two non-supervisor members of the mandatory thesis panel) | |
| **Assessor 1:** Please note Assessor 1 is required to return continuation report to [gradapps@tcd.ie](mailto:gradapps@tcd.ie), supervisor, student as soon as possible or maximum within 1 week of viva | |
| Assessor 1 name |  |
| Assessor 1 e-mail address |  |
| **Assessor 2** | |
| Assessor 2 name |  |
| Assessor 2 email address |  |
| **Chair:** Note Chair can be Assistant Professor Grade or above | |
| Chair name |  |
| Chair e-mail address |  |

**PART C: IN-PERSON OR ONLINE VIVA TO TAKE PLACE**

|  |  |
| --- | --- |
| **Continuation procedure in person or line.** It is permitted to have continuation procedures in person or online, but if onlinenote the student is required to agree in advance to having the continuation procedure online | |
| In person | 🞎 |
| Online | 🞎 |
| If online student signature to confirm they are agreeable to having the viva online | |
| Student signature |  |
| Supervisor to confirm they will attend the continuation presentation and viva of student | |
| Yes | 🞎 |
| Supervisor signature to confirm they will attend continuation presentation and viva of student | |
| Supervisor Signature |  |

**Please return this completed form before the continuation procedure with all required signatures to** [**gradapps@tcd.ie**](mailto:gradapps@tcd.ie)

**SIGN OFF**

|  |  |  |
| --- | --- | --- |
| **Prepared by:**  Julie Broderick | | |
| **Signature:** | **Date: 27.11.22** |  |
| **Reviewed by:**  Catherine Darker | | |
| **Signature:** | **Date:** 14.11.22 |  |
| **Approved by:**  Catherine Darker | | |
| **Signature:**  **Date:** 14.11.22 | | |

**VERSION HISTORY**

|  |  |  |
| --- | --- | --- |
| **Version** | **Description of Change** | **Revised By** |
| 1.0 | Original | S. Keegan |
| 2.0 | Submission deadlines updates | M. Moloney |

Next review date: May 2027