***Procedures for Chairperson during Continuation Procedure and Post Continuation Chairperson’s report form***

**PhD Confirmation Panel**

It is the responsibility of the Supervisor to nominate Assessors and a Chair, who are then approved by the postgraduate office. The ‘Chair-person Nomination form for the Continuation Procedure’ must be completed by the Supervisor in advance of Continuation Procedure and returned to gradapps@tcd.ie.

It is the responsibility of the ***Supervisor*** to liaise with the Assessors and Chairperson and organise the time and venue for the Continuation presentation/interview.

If the viva is to be conducted **remotely** (which requires prior agreement from the student, the details of which are completed and signed by the Student in the Chair nomination form), the **Chair will set up the remote link,** and circulate this ahead of time, so they can admit the student and members of the continuation panel from the waiting room.

The PhD confirmation panel will consist of:

* **Two Assessors, who are typically the non-supervisory members of the mandatory thesis panel**

Also required to be present is:

* **The Supervisor who will attend in a purely observational manner.**
* **Chair**: a member of TCD academic staff of at least TCD academic grade Assistant Professor.

## TCD Calendar Description of Role of The Chair

* The role of the Chair is to clarify College regulations, where appropriate, and to ensure that the *continuation procedure* is conducted in a courteous and professional manner. The Chair must intervene if the Assessors do not adhere to these regulations.
* The Chair is required to be in attendance for both the presentation and interview and chair both elements of the Continuation Procedure.

TCD Calendar Description of The Continuation Procedure

* The conduct of the examination is the responsibility of the assessors, in consultation with the Chair of the *Continuation Procedure.*  The only parties who may be involved in any discussion of the proposed result prior to the *Continuation Procedure* are: the Assessors and the Chair.

**Continuation Procedure Presentation**

Normally the Continuation presentation and interview will take place on the same day. Prior to the Continuation procedure interview,the candidate will give a short presentation (up to 15 minutes duration). The Chair, Supervisor and two Assessors will be in attendance at the presentation.

**Continuation Procedure Interview**

While there is no specified length, this will usually take about 15 minutes. During this time, the continuation assessors will ask the student questions about their research to date and future plans. The Chair, Supervisor and two Assessors will be in attendance at the interview.

**\*\*See below for Chairperson’s Report Form to be returned to the Postgraduate office\*\***

***Chairperson’s report form***

This form should be completed by the nominated Assessor 1 and returned to the PG office (gradapps@tcd.ie), the Supervisor and Student by email as soon as possible or within 1 week of the continuation interview.

**Please complete this checklist - Duties of the Chair (A Stepwise Guide & Checklist)**

|  |  |  |
| --- | --- | --- |
|  | **Immediate preparation** | Please tick  |
| 1 | Chair should have to hand contact details for Supervisor, Director, and the two Assessors. |  |
| 2 | Arrive at location a few minutes before time/if remote log on a few minutes before scheduled time.  |  |
| 3 | If in-person be aware of location of restrooms convenient to examination. |  |
|  | **Speak to the examiners in private** |  |
| 1 | Explain why Assessors are needed. |  |
| 2 | Discuss and agree who will be Assessor 1. Assessor 1 will be responsible for collating paperwork and returning the Assessors Report to gradapps@tcd.ie, Supervisor and Student.  |  |
| 3 | Ensure that Assessors have received Assessor decision form.  |  |
| 4 | Explain the ramifications of various PhD Continuation decisions.  |  |
|  | **Commence the viva** |  |
| 1 | Allow candidate into viva (and any other nominated individuals), if online the Chair will host the remote call.  |  |
| 2 | Introduce candidate to Assessors, if not done so already. |  |
| 3 | Remind all to switch phones to silent. |  |
| 4 | Where applicable, ensure that environment is conducive to examination, i.e. light, ventilation, noise etc.  |  |
| 5 | Make sure candidate is comfortable and has water if applicable.  |  |
| 6 | Ensure that the candidate is being examined in a fair manner.  |  |
|  | **The Decision making** |  |
| 1 | Chair asks candidate to vacate interview.  |  |
| 2 | Assessors make their decision and fill out assessor form.  |  |
|  | **Completion of Decision Form** |  |
| 1 | Chair instructs Assessor 1 to complete decision form.  |  |
| 2 | Chair recommend these be returned to gradapps@tcd.ie, Supervisor and Student as soon as possible or maximum within 1 week of continuation interview. Please note: t**he TCD advice to Assessors does not explicitly state that candidates should be told of the outcome immediately.** However, in general, the result is communicated to the candidate by Assessor 1.  |  |
|  | **Completion of Chair Report Form** |  |
| 1.  | Please complete the Chair Report Form below and mail to GRADAPPS@tcd.ie |  |

|  |  |
| --- | --- |
| School of Medicine*Continuation Procedure Chairperson’s report form* |    |
| Student name  | I.D Number | Name of Chairperson |
|  |  |  |
| Assessor 1  | Assessor 2  | Supervisor  |
|  |  |  |
|  |  | Supervisor Present - Yes / No  |
| Names of any other parties permitted in room/online (eg co-Supervisor) |
|  |  |  |
| Viva Location | Start time interview | Finish Time interview  |
|  |  |  |

 **PLEASE TICK**

**The chairperson agrees that**

1. The viva was conducted in a fair manner, and that the candidate was given the 🞏

opportunity to be appropriately examined on their content of their thesis.

1. Only those permitted to be in the viva were present in the room. 🞏
2. The Assessors were given sufficient information regarding the examination process. 🞏

**Signed**  **Date**

|  |  |
| --- | --- |
| Email this form within 1 week of continuation interview toGRADAPPS@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 |