

**Request for observers to attend a viva**

A request for observers to attend a viva should normally be included on the *Appointment of Research Degree Examiners* (ARDE) form. If the request for observers emerges after the appointment of examiners, a request may be made on this form, which – once approved – must be submitted electronically to the Academic Quality and Policy Office (AQPO) at pgr-exams@bristol.ac.uk.

The agreement of the student and all examiners is required for observers to attend the viva.

**Student details**

|  |  |
| --- | --- |
| Full name of student |  |
| Student ID number |  |
| School / Department |  |
| Faculty |  |
| Main supervisor(full name and title) |  |
| School / Department postgraduate administrator |  |

**Observer details**

|  |  |  |
| --- | --- | --- |
| **Name of observer** | **Position** | **Reason for attending the viva** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Confirmation**  | **Yes** |
| Have the student and all the examiners agreed to the observer/s attending the viva? (please tick box) | [ ]  |

**Approval**

**Main supervisor**

|  |  |
| --- | --- |
| Signature:Name: | Date:  |

**School PGR Director (or nominee)**

|  |  |
| --- | --- |
| Signature:Name: | Date:  |

**Faculty PGR Director (or nominee)**

|  |  |
| --- | --- |
| Signature:Name: | Date:  |

AQPO/April 2024