Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of supervisors at the Viva Voce: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of the Viva Voce: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

During the viva voce, make comments in the table below under the headings given. The questions are suggestions only and are taken from the EE guide. You may want to spend some time preparing your own questions.

|  |
| --- |
| Academic honesty  *e.g. On page XXX you cite Z. I couldn’t find this reference. Can you tell me more about it?*  *Or: I am not clear what you mean on page XXX when you quote X. Can you tell me more about this?* |
| Intellectual initiative  *e.g. what inspired the EE topic? Was there anything original or unusual in the topic / method of research / personal connection? What were the most interesting aspects? Did anything surprise you?* |
| Understanding of the material  *e.g. you conclude XXX. Can you explain why it was that you reached that conclusion?*  *Or: what did you find out about XXX?* |
| Research process  *e.g. What have been the high and low points of the research process?* |
| Reflection on what has been learned  *e.g. what have you learned through the writing of this essay (about yourself as a learner / the subject / the academic process / how to write)?* |
| Evidence of persistence in the face of unexpected difficulties (if applicable)  *e.g. if the student has faced any challenging situations during the process* |
| Other  *e.g. Is there anything else you would like me to mention in my report?* |

***Remember to take the opportunity to congratulate the student on accomplishing this challenging task.***

***The Viva Voce should start and end on a positive note.***

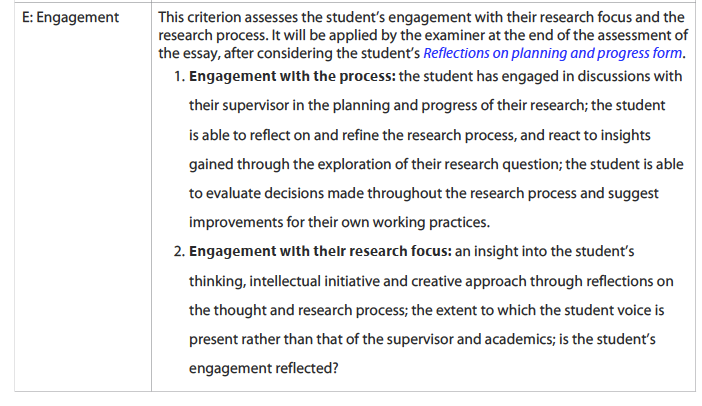
***Next Steps:***

1. Following the *viva voce*, the student should complete their final (third) reflection in the *Planning and Progress* section on Managebac. These must be completed by Wednesday, 7th February 2018.
2. Read the section in the guide about the supervisor’s report (pp.68 – 69), and then write the supervisor’s report. This report must be added to the student’s individual *Planning and Progress Form* on Managebac. This must be completed by Friday, 9th February, 2018.

Not sure what to write about:

* Refer to the details from the *viva voce* above;
* Refer to the requirements for assessment Criterion E: Engagement (below);
* Refer to the student’s own reflections in the *Planning and Progress Form*.

**Criterion E:**

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