

Faculty of Humanities Policy on Submission Pending

1. Submission Pending

Postgraduate research students are expected to complete all research degree work, including the writing up of the thesis, within the standard period of the degree programme for which they are registered i.e. 3 or 4 years if full time, 6 years if part time. However, the University recognises that, on occasion, it may not be possible for research students to submit the thesis by the end of their standard programme. In such circumstances, and at the discretion of their School, a student may be permitted to register for a period of submission pending for the sole purpose of completing the write-up of the thesis. The submission pending period of up to one year (for both full time and part time students) is additional time for final stage drafting of the thesis beyond the end of the standard degree programme. The submission pending fee (£225 in 2011/2012) is payable by the student for any such submission pending period that is granted by their School. Students on a four-year programme are not entitled to apply for a submission pending period.

2. Further research

Students registering for the submission pending period are not permitted to undertake further research/experimental work or data collection or analysis. Where further work of this nature is needed students must liaise with their supervisory team and School postgraduate office in order to apply for an extension to their standard programme. Students should be made aware that extensions are granted in exceptional mitigating circumstances only, as set out in the University's *Policy on Circumstances Leading to Changes to PGR Degrees*, and that an application may be rejected by the School or Faculty. Standard tuition fees will be charged on a pro-rata basis for the period of extension to the programme.

3. Planning for thesis submission

Planning for the submission of the thesis should normally begin at the end of the penultimate year of the standard programme when the annual review normally takes place. Schools must ensure that the annual review adequately covers the submission process and procedures and that the student understands that the thesis should be submitted by the end of the final year of their standard programme. If a student and supervisory team envisage that registration for the submission pending period will be required this should be documented at the annual review and placed on record.

4. Process

At the final year mid-year review (or part time equivalent) a student should be reminded of the expectation that their thesis is to be completed and submitted by the end of their standard programme.

If a student intends to register for submission pending they must apply, in consultation with their supervisors, and submit the application to the School in good time before the end of their standard programme. Schools should set their own deadlines for this.

The application should include:

- a) assurance that all research, fieldwork, data collection and analysis have been completed;

- b) assurance that a significant amount of high quality writing has been received by the supervisory team;
- c) a statement of support from the supervisory team;
- d) a realistic timetable for completion of final drafting of the thesis, including details of what remains to be done;
- e) a suitable, agreed schedule for supervision for the submission pending period (this should not normally be more than one hour per month).

Applications to register for submission pending should be considered by the School PGR Director or PGR Committee. Students who cannot submit the above supporting documentation should consider applying for a formal extension (in consultation with their supervisory team, subject to exceptional circumstances) and therefore pay standard tuition fees for the extra research time.

5. Progress Monitoring

Students who register for the submission pending period will be expected to complete their write-up and submit the thesis as soon possible and by the end of the submission pending period at the very latest. Regular reports on the progress of students in submission pending will be received by the Faculty PGR Committee.

Progress will be monitored in eProg via compulsory milestones in the student's progression record and completion of a form by the supervisory team and the student. Six months after registration for the submission pending period a formal review should take place (if the student has not hitherto submitted) and the student must be able to demonstrate that the thesis is very close to completion. Students should be formally notified by their School that, should the thesis not be submitted by the end of the submission pending period, their automatic right to submit will be withdrawn.

Any application for an extension to the submission pending period must be submitted at least two months in advance of the final deadline for submission. Only in the most exceptional circumstances may students apply to extend the submission pending period and any such application will be considered at Faculty level by the Associate Dean. A student will be liable for the pro-rated submission pending fee for the period of any extension granted.

6. Submission

Once the thesis is ready to submit a student must give six weeks notice and should follow the usual thesis submission procedures as laid out in the University's *Policy on the Presentation of Theses* and any supplementary guidance given by the School. Students who do not submit the thesis by the end of the submission pending period will have their automatic right to submit withdrawn.

If a student wants to submit the thesis after their registration has lapsed they will have to seek special permission from their School PGR Committee. If the School approves a late submission a fee of £500 must be paid by the student before examiners are appointed. The School can refuse a request to submit a thesis late.