

Faculty of Humanities Guiding Principles for the Submission Pending Period

Postgraduate research students (“PGR 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 as set out below:-

- 1 year MPhil , full-time;
- 2 years MPhil, part-time;
- 3 years, PhD full-time;
- 4 years, full-time PhD 2 + 2 Economics;¹
- 5 years , DBA, part-time distance learning;
- 6 years, PhD part-time.

The University recognises that it may sometimes not be possible for PGR students to submit their thesis by the end of the standard period of the degree programme. Postgraduate Research students may therefore be eligible to apply to enter a period of submission pending for the sole purpose of preparing the thesis for submission. This document establishes guiding principles for PGR students, supervisory teams and schools in relation to the eligibility criteria, the application process and the submission of the thesis during the submission pending period. These guiding principles do not cover the process of applying for extensions or interruptions to the standard period of a research degree programme.

Key Characteristics

The Submission Pending Period has a duration of up to 12 months after the student’s official programme end date and applies to full-time and part-time students. Students who are permitted to register for this must pay a fee of £225.

Eligibility

There is no automatic entitlement to a period of submission pending; this is granted at the discretion of the School and/or Faculty. Before applying, PGR students must have:

- Completed all substantive research, fieldwork, data collection and analysis as the submission pending period is solely for the purpose of preparing the thesis for submission. Any PGR student who needs to carry out further research of this nature, as determined by the relevant School’s PGR Director, should liaise with their supervisory team and School PGR Office to apply for an extension to their standard programme as detailed below.²
- Successfully completed their final year Annual Review (PhD, MPhil, DBA and Professional Doctorate students).

Application Process

At the final year Annual Review, the PGR student should finalise plans for submission of the thesis.

¹The full-time PhD 2 + 2 Economics is the only four-year PhD that permits applications to be made for a period of submission pending. It was exceptionally agreed in December 2014 that the 4 year MIE PhD students in SEED could apply to enter SP but only if they were admitted in 2014 or before.

² PGR students are eligible to apply for a formal extension to the programme in addition to a period of submission pending but this will impact upon the length of time which may be subsequently granted for the submission pending period. For example, a student who has been given a six month extension to the programme will then only be eligible for a six month submission pending period. Full details relating to formal applications should be obtained from the School’s PGR Office and the *Policy on Circumstances Leading to Changes to Postgraduate Research Degrees* <http://documents.manchester.ac.uk/display.aspx?DocID=8162>.

A recommendation may be made by the Independent Reviewer(s), in consultation with the Supervisors, as to whether the student would be eligible to apply for a period of submission pending. Applications must be made in good time before the end of their standard programme and schools should set their own deadlines for receipt of such applications. Any PGR student who wishes to apply for a period of submission pending must:

- Consult with the supervisory team and keep a documentary record of the decision to apply for a submission pending period on eProg;
- Ensure that they have a structured and realistic timetable in place for the completion of the thesis;
- Complete the application form provided with these guidelines and submit this to their school. The application should:
 - Confirm that the submission pending period will only be required to prepare the thesis for submission;
 - Contain a statement of support from the supervisory team and confirmation that they have received a significant amount of writing and that it is at the required standard.
 - Contain a clear and achievable timetable for completion of the thesis, including details of what is outstanding;
 - Outline the supervision schedule for the submission pending period.³
- Applications for submission pending should be considered by the School PGR Director or the School Discipline Level PGR Director on behalf of the PGR Committee and decisions should take into account any restrictions applied by funding bodies and, if applicable, the student's visa requirements.

Schools should formally notify successful applicants, lodging a copy of the communication into the student's Personal Document Store on eProg. This communication should also advise the student that, should the thesis not be submitted by the end of the granted submission pending period, the student's automatic right to submit will be withdrawn.

Monitoring Progress

All eProg progression milestones for the submission pending period should be completed by the student and the supervisory team during this period. The timetable should be regularly monitored by the supervisory team and any evidence of a slippage in this should be highlighted and addressed immediately.

Applications to Extend the Submission Pending Period

Applications to extend the submission pending period must be submitted at least two months in advance of the final submission deadline and are rarely supported. An extension to the Submission Pending Period will only be considered where the PGR student can demonstrate that there have been exceptional mitigating circumstances⁴ to prevent timely completion. The following process applies:

- Applications for an extension of a maximum of six weeks can be considered at school level;
- Applications for more than six weeks must be considered at Faculty level by the Deputy Associate Dean for PGR;
- Schools should remind students that if their thesis has not been submitted by the end of the submission pending period, their automatic right to submit will be withdrawn.

The Faculty reserves the right to refuse students the right to extend their expected end date and to submit a thesis late. Applications to submit once the submission pending period has lapsed can only

³ See Section 2.1 of the *Policy on Circumstances leading to Changes to Postgraduate Research Study* <http://documents.manchester.ac.uk/display.aspx?DocID=8162>.

⁴ See Sections 16 and 17 of the *Policy on Circumstances Leading to Changes to Postgraduate Research Degrees* for definition and supporting evidence.

be made if the student can demonstrate exceptional circumstances as stated above. Further details can be found in your School Programme Handbook.

Submission

A Postgraduate Research student should give at least six weeks, and up to six months, notice of their intention to submit their thesis⁵ using the Notice of Submission on eProg. They should follow the usual thesis submission procedures as laid out in the University's Policy on the Presentation of Theses⁶ and any supplementary guidance given by the School. The guidance in relation to late submissions detailed above applies.

Document control box	
Policy/Procedure title:	Faculty of Humanities Guiding Principles for Submission Pending
Date approved:	December 2017
Approving body:	Faculty of Humanities Postgraduate Research Committee
Version:	3.0
Supersedes:	n/a
Previous review dates:	n/a
Equality impact outcome:	n/a
Next review date:	December 2018 (12 months after next PGRC date)
Related Statutes, Ordinances, General Regulations:	Statute X, XI, XXI, XXII
Related policies:	All Postgraduate Research policies
Related procedures:	All Postgraduate Research Procedures
Related guidance and or codes of practice:	All Postgraduate Research CoP
Related information:	n/a
Policy owner:	Associate Dean for PGR, Faculty of Humanities
Lead contact:	Head of PGR Administration, Faculty of Humanities

⁵ See Section 2.5 Examination of Doctoral Degrees Policy June 2017
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7445>.

⁶ <http://documents.manchester.ac.uk/display.aspx?DocID=7420>.



The University of Manchester

Faculty of Humanities
Application for approval to register for the Submission Pending Period

Applicants and supervisors are advised to read the Faculty of Humanities Guiding Principles for the Submission Pending Period before completing this form.

Submission of this Form

All applications are considered by the School PGR Director or Discipline Level PGR Director and the completed form should be submitted to the School Postgraduate Research Office. The application will be assessed, and if approved, the student's record will be updated accordingly to allow them to register on the system for the Submission Pending Period. Students and supervisors will be contacted by the Postgraduate Research Office once the application has been considered.

The deadline for submission of this form is set by the School; please contact the School PGR Team for the form deadline. Please note that if the application is approved, but has been submitted late, a late registration fee may be incurred.

Section 1 – to be completed by the Student (Please PRINT)

Family Name:	Other Name(s):	ID Number:
Current correspondence address:		
University e-mail address (Please note that all communications from the University and School are sent to students University email address and the University email account should be checked regularly):		
Programme:		
Has all the substantive research, fieldwork, data collection and analysis been completed? If the answer is no then please explain in further detail in the box below what remains to be done.		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>		

Student Declaration

Please sign to confirm that if this application is approved you will pay the submission pending fee of £225 to the Student Services in order to register for the submission pending period.

By signing, you are confirming that you have read, understood and will follow the Guiding Principles for the Submission Pending Period.

Signed:

Date:

Section 2 – to be completed by the main supervisor (Please PRINT)

Supervisor declaration:

a) Please tick below to confirm that, having considered all aspects of the student’s progress, you agree that the student meets the criteria outlined below for entry into the submission pending period:

- The student has provided a plausible explanation for their reason for applying for a submission pending period;
- All substantive research, fieldwork, data collection and analysis has been completed;
- A significant amount of high quality writing has been received by the supervisory team;
- A realistic timetable for completion of final writing of the thesis, including details of an agreed work plan, has been agreed by the supervisor and student.

Yes

No

If anything needs further explanation then please provide this in the box below

If no, please explain what the issue is

b) A suitable schedule for supervision for the submission pending period has been agreed with the student.

Supervisor signature

Name (please print):

Signed:

Date:

Section 3 – Joint student and main supervisor section

<p>a) Please append an agreed timetable for the submission pending period</p> <p>Please tick the box to confirm that a timetable for the submission pending period has been submitted to accompany this form: <input type="checkbox"/></p> <p>Student Declaration I understand that, should I fail to meet the final deadline for submission, my automatic right to submit my thesis may be removed.</p> <p>Signed: _____ Date: _____</p>

Section 4 – To be completed by the School PGR Director or Discipline Level PGR Director

Approval granted: <input type="checkbox"/>
If approval has not been granted please explain why below:
Name (please print):
Signature:
Position:
Date:

Section 5 – School PGR Office use only

Campus Solutions updated: <input type="checkbox"/>	eProg updated: <input type="checkbox"/> Please note that any updates made to Campus Solutions records can take 24-72 hours, not including weekends, to integrate to eProg
----------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------