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School of Law PGR Office

3.05 Williamson Building

lawpgr@manchester.ac.uk

**Faculty of Humanities**

**School of Law**

**Application for Approval to Register for the PhD/MPhil Submission Pending Period**

**Students and supervisors should consult the** [**Faculty of Humanities Submission Pending Policy**](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=19672) **before completing this form.**

This form should be completed where permission to register for the submission pending period is sought.

Applications to register for submission pending must be made in advance of the end of year 3 of a PhD programme (or part-time equivalent) of the current registration period. Students registered on the MPhil programme who wish to apply to register for the submission pending period, must do so at least 2 months prior to their programme ednd date. The application deadlines for PhD students are as follows:

For students whose annual registration is in September, the application deadline is: **31 July**

For students whose annual registration is in January, the application deadline is: **31 October**

If your annual registration does not fall in September or January, please contact the PGR Office to confirm when you must submit an application to register for the submission pending period.

Please note that missing the deadline, if the application is approved, could mean that the student incurs a late registration fee.

**What is the submission pending period?**

Submission Pending refers to the period where a student has completed all supervised research and is preparing the thesis for submission.

Registration for the submission pending period is not an automatic right and permission must be approved.

**Who is eligible to apply?**

PhD and MPhil students can apply to register for the submission pending period if the final year annual review has been successfully completed and the thesis has not already been submitted within the prescribed period of study permissible for the degree. The annual review panel must also have confirmed that all data collection and research has been completed.

Students on a four year PhD programme are not permitted to register for the submission pending period.

Students who have been granted an extension to the programme period must be aware that this will have a direct impact on the length of time allowed for the submission pending period. For example, a student who has been given six months extension to the programme will then only be eligible for six months submission pending period. Where a student requires a longer submission pending period, mitigating circumstances can be considered. In exceptional circumstances, a case may be considered by the Faculty Postgraduate Committee where a student can be allowed an extension to programme **and** the full one year submission pending period.

**The fee and maximum period for submission pending:**

Students will be required to pay a Submission Pending fee of **£225**. **The total maximum period allowable for submission pending is one year**.

**\* Please note that any application for an extension to the submission pending deadline must be submitted 2 months before the final submission deadline. All cases will be assessed by the School PGR Director and/or Assistant Associate Dean of the Faculty of Humanities.**

**Submission of this form**

All applications are considered by the School PGR Director. The completed form must be submitted, either in hard copy or electronically, to the PGR Office in room 3.05 Williamson Building (email: lawpgr@manchester.ac.uk). The application will be assessed, and if approved, the student records system will be updated accordingly to facilitate registration for the submission pending period. Students and supervisors will be contacted by the PGR Office once the application has been considered.

1. **Student Details**

Section 1 of this form should be completed by the student.

|  |  |
| --- | --- |
| University ID Number:  |  |
| Surname/Family Name: |  |
| First Name(s): |  |
| Programme: |  |
| Email Address: |  |
| Have you completed all research, fieldwork, data collection and analysis? If the answer is no, please explain in further detail below what remains to be completed. Please note that it is usually expected that all research, fieldwork, data collection and analysis is completed when students request to enter a submission pending period.[ ]  Yes [ ]  No |
| **Student Declaration**I hereby confirm that if this application is approved, I will pay the submission pending fee of **£225** (via the online registration system) in order to register for the submission pending period.Signed: Date: |

1. **Supervisor Comment**

Section 2 should be completed by the student's main supervisor.

|  |  |
| --- | --- |
| Supervisor name: |  |
| Supervisor email: |  |
| Supervisor telephone number: |  |
| **Supervisor Declaration**1. Please tick below to confirm that having considered all aspects of the student’s progress you consider that the student meets the criteria outlined below for entry into the submission pending period
* All 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 drafting of the thesis, including details of what remains to be done, has been agreed by the supervisor and student
* A suitable, agreed schedule for supervision for the submission pending period (this should

 not normally be more than one hour per month).[ ]  Yes [ ]  NoIf you have answered 'Yes' and this needs further explanation, please provide this in the space belowIf you have answered 'No', please provide further explanation in the space below |
| Supervisor signature: Date: |

1. **Timetable for Submission Pending Period**

Section 3 should be jointly completed by the student and main supervisor.

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|  1. Please include/append an agreed timetable **for the submission pending period**

Please tick the box to confirm that a timetable for the submission pending period has been submitted to accompany this form: [ ]   |

1. **Decision on Application for Submission Pending Period**

Section 4 should be completed by the School PGR Director.

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| Approval granted:  [ ]  Yes [ ]  No |
| If approval has not been granted please explain why below: |
| Name (please print)**:** |
| Signature: |
| Date: |

1. **For Office Use Only**

Section 5 is to be completed by an administrator in the PGR Office only.

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| Date Campus Solutions updated**:** Campus Solutions updated by:  |
| Date eProg updated: eProg updated by:  |
| Date student and supervisors informed: Student and supervisors informed by:  |