**University of Manchester**

**Faculty of Biology, Medicine and Health**

**Application to Submit before the End of the Prescribed**

**Period of Programme**

PGRs must complete this form if they wish to submit their PGR thesis for examination before the end of the prescribed period of the programme. NB: Full-time degree candidates are allowed to submit 3 months before end of programme and part-time candidates 6 months without prior approval from the Doctoral Academy.

The policy and procedures to outline examination and submission within the University’s Code of Practice for Postgraduate Researchers <https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/>

*Please note that early submission* ***will not result in a reduction of the tuition fees payable to the University****. PGRs must be aware that early submission may result in the termination of a student stipend.*

Once completed, this form and any supporting documentation should be sent to [FBMH.doctoralacademy.exams@manchester.ac.uk](mailto:FBMH.doctoralacademy.exams@manchester.ac.uk)

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| **Section 1 – to be completed by the PGR** | | |
| **PGR Name:** | | **ID Number:** |
| **Current Programme:** | | **Start Date:** |
| **Current End Date of Programme:** | **Intended Submission Date:** | |
| **Funding/Sponsorship:**  Please give details of your source of funding (international students should also complete the box below)  Please confirm you have checked and gained provisional approval from your funding body to arrange early submission of your thesis and are aware of eligibility for financial support: | | |
| **Grounds for Early Submission:**  Please confirm that you are up to date with required progress milestones: YES:  NO:  Please confirm the status of the thesis draft: | | |
| **PGR Declaration**  I understand that:   * the thesis will be examined against current standards and that examiners will not take into consideration the reduced period of time taken to produce the work. * early submission will not be valid grounds for an appeal against the outcome of the thesis examination. * tuition fees for the full programme must be paid before early submission will be accepted   **Signed: Date:** | | |

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| **Section 2 – to be completed by the supervisor** | |
| Having considered all aspects of the candidate’s progress I recommend that the request to submit early should be granted.  ApproveReject  **Additional Comments:**  *Please comment on whether you have seen the final draft of the thesis or outline the status of the most recent draft of the thesis:* | |
| **Supervisor Signature:** | **Date:** |
| **Section 3 – to be completed by the** [**Division Senior Tutor**](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/) | |
| **Comments** | |
| **Division Senior Tutor Signature:**  **Division Senior Tutor Name: (Please Print)** | **Date:** |
| *Senior Tutors should delete this documentation and any supporting evidence following confirmation of the outcome from the Doctoral Academy.* | |

**Application to Submit a Thesis Early:**

1. Full time degree candidates are allowed to submit three months before end of programme and part-time candidates six months without prior Doctoral Academy approval.
2. If you wish to discuss your request in person you should contact your [Division Senior Tutor](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/) or the Doctoral Academy.
3. PGRs should note that early submission may impact on the continuation of stipend payments. This should be discussed with your supervisor and the Doctoral Academy before requesting permission for early submission.
4. The Faculty would normally expect a PGR to use any remaining time to maximise the quality of their thesis or prepare for defending the thesis at oral examination.
5. Early submission is only granted when all tuition fees have been paid for the full period of the programme. Early submission does not result in a reduction of the tuition fees due to the University
6. Applications for early submission must be made in advance of the notice of submission form being submitted on eProg. Should approval for early submission be granted, the notice of submission form will become accessible on eProg.
7. Information on submission processes, including electronic submission can be found on the [Doctoral Academy](https://www.bmh.manchester.ac.uk/doctoral-academy/your-phd/thesis-submission/) website.
8. After completing the form, direct the form to your Supervisor and ask them to complete ‘Section 2 – Supervisor’. Once they have completed section 2, you must then ensure that the completed form is signed off by your [Senior Division Tutor](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/).
9. The outcome will be formally notified in writing as soon as possible by the Doctoral Academy.

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