

## Faculty of Humanities

### Guiding Principles for the Submission Pending Period

Postgraduate researchers (PGRs) 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;
- 3.5 years PhD full-time
- 4 years PhD full-time;
- 5 years DBA, part-time blended learning;
- 6 years PhD part-time.

The University recognises that PGRs may require additional time beyond the end of the standard period of the degree programme to prepare the thesis for submission. PGRs may therefore be eligible to apply to register for a period of submission pending for this sole purpose. This document establishes guiding principles for PGRs, 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 maximum period allowable for submission pending can be found in the [Submission Pending Procedure for PGRs](#). PGRs who are permitted to register for the submission pending period 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, PGRs 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 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.
- Successfully completed their final year Annual Review (PhD, MPhil, DBA and Professional Doctorate PGRs).

#### Application Process

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

A recommendation may be made by the Independent Reviewer(s), in consultation with the Supervisors, as to whether the PGR would be eligible to apply for the submission pending period. 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 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.
- 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 PGR's visa requirements.

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not be submitted by the end of the granted submission pending period, the PGR's automatic right to submit will be withdrawn.

### **Monitoring Progress**

All eProg progression milestones for the submission pending period should be completed by the PGR 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 must be highlighted and addressed immediately.

### **Applications to Extend the Submission Pending Period**

In accordance with the [Change of Circumstances for PGR Policy](#), an extension to the submission pending period will only be considered where the PGR can demonstrate that there have been exceptional mitigating circumstances during the submission pending period to prevent timely completion. Applications to extend the submission pending period must be submitted at least two months in advance of the final submission deadline. 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;
- Schools should remind PGRs that if their thesis has not been submitted by the end of the submission pending period, their automatic right to submit is withdrawn.

### **Thesis submission**

A postgraduate researcher should give at least six weeks, and up to six months, notice of their intention to submit their thesis using the Notice of Submission on eProg. They should follow the usual thesis submission procedures as laid out in the University's [Examination of Doctoral Degrees Policy](#) and [Presentation of Theses Policy](#) and any supplementary guidance given by the School.

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