

Submission Pending Procedure for Postgraduate Research Students

September 2018

**Research Degrees and Researcher Development
Directorate of Research and Business Engagement**

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1. Purpose and Scope

- a. This Procedure should be considered in relation to the [Change of Circumstances for Postgraduate Research Student policy](#).
- b. The purpose of this Procedure is to provide guidance on postgraduate research student eligibility to apply for a submission pending period and for an extension to the submission pending period.

2. The Submission Pending Period

- a. Students must have completed all primary research and laboratory work before commencing an approved period of submission pending.
- b. Four-year doctoral degrees do not allow a period of submission pending and the thesis must be submitted within the fourth year of the degree unless an extension has been approved. Candidates for these degrees should refer to their programme handbook and seek guidance from the appropriate School or Faculty Graduate Office.
- c. All students granted a submission pending period must pay the appropriate fee. Details of submission pending fees can be found at: <http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/fee-amounts/other-fees/>
- d. Students must have a plan for preparation of their thesis agreed and approved by their supervisor to be submitted as part of the application to take a period of submission pending.
- e. Students who successfully register for the submission pending period will be entitled to some use of University facilities including library and computer access. Students will not be entitled to facilities for primary research such as laboratory use.
- f. Supervision expectations in this period vary between disciplines and it is the responsibility of the student to come to an understanding with his or her supervisor about the frequency and duration of supervision meetings in this period. The minimum requirement during the submission pending period is that the student and supervisor will have meaningful contact (e.g. via phone, email, face-to-face meetings, skype etc.) at least every month during the submission pending period and this contact should be recorded in the University's progression monitoring system. If the period of submission pending is less than 6 months in duration, contact should be relative to the period of time taken.
- g. The maximum registration period for submission pending is 12 months for students who were previously both full-time and part-time, but the period approved will be dependent on the length of the original programme for which the student is registered.

Registered Period of Programme	Maximum allowable submission Pending Period
One year full-time and no more than two years part-time (e.g.: Master of Philosophy (MPhil) and Master of Science (MSc) by Research)	6 months
Two years full-time and no more than four years part-time (e.g.: Doctor of Medicine (MD))	12 months
Three year full-time doctoral degree programmes (or 5-6 year part-time)	12 months
Three and a half year doctoral degree programmes (or 7 year part-time)	6 months
Four year doctoral degree programmes (or 8 year part-time)	Submission pending not permitted

- h. In some cases a student's funding body's regulations may stipulate a period of registration permitted for the purpose of thesis preparation. In these cases consideration will be made on a case by case basis, not exceeding the University's maximum Submission Pending Period permitted.
- i. Students who are funded during their programme of study will not receive a stipend during the submission pending period.
- j. The submission pending time period is a standard period of allowance and will not alter due to any interruption or extension taken by a student during their programme and is not dependent on the student's mode of attendance (i.e. full-time/part-time).
- k. Students may submit their thesis at any time during the submission pending period, providing they give the relevant period of notice. The period of notice must not be less than six weeks. For further details on notice of submission, see the University's examination policy at:
<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/submissionandexamination/>
- l. Students cannot apply for an interruption during the submission pending period. There is no expected time commitment for a student during submission pending so interruptions are not permitted during this period of registration. Students can apply for an extension to submission during this period if they have evidenced mitigating circumstances as set out within the [**Change of Circumstances for Postgraduate Research Students Policy**](#).

3. Extensions to the Submission Pending Period

Only in the most exceptional circumstances may a student apply to extend the submission pending period. Students should refer to the [**Extensions Procedure for Postgraduate Researchers**](#) for details.

**Submission Pending Procedure for Postgraduate Researchers
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Lead contact:	Alex Hinchliffe, Research Degrees & Researcher Development Officer