

**Faculty of Humanities**

**Application for the Submission Pending Period**

PGRs and supervisors are advised to read the [Faculty of Humanities Guiding Principles for the Submission Pending Period](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=29582) before completing this form. Additionally, you are advised to consult appropriate University [policies/guidelines](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/). All information contained in this form will be treated ashighly restricted. Please refer to the [Student Privacy Notice](http://www.regulations.manchester.ac.uk/data-collection-notice/) and [Records Retention Schedule](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6514) for more details.

**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 submission pending is not an automatic right and permission must be approved. This form should be completed where permission to register for the submission pending period is sought.

**Who is eligible to apply?**

Postgraduate researchers on PhD, MPhil, DBA and Professional Doctorate programmes may apply to register for submission pending period (depending on programme length and funding body’s stipulation) if the final year 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.

**Submission pending fee**

Submission Pending fee is currently £225**.** The University will waive the submission pending fee for any PGR who started their programme before September 2022, regardless of their funding source. If you meet the criteria and your submission pending application is approved then the fee will be waived automatically.

**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 Hums.doctoralacademy.support@manchester.ac.uk. The application will be assessed, and if approved, the PGR’s record will be updated accordingly to allow them to register for the Submission Pending Period. PGRs and supervisors will be contacted by the Postgraduate Research Office once the application has been considered.

Please note that if the application is approved, but has been submitted late, a late registration fee may be incurred.

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| **SECTION 1: PERSONAL DETAILS (TO BE COMPLETED BY THE PGR)**  |
| **Surname** |       | **Forename** |       |
| **ID Number** |       |
| **Programme of study** | **PhD** [ ]  | **MPhil** [ ]  | **DBA** [ ]  | **Other [ ]** **Please state:** |
| **Programme Start Date** |       | **Programme End Date (excluding submission pending period)** |       |
| **Are you in receipt of any funding/scholarships (including research council)?** *Please tick all that applies. If you are in receipt of funding from an external organisation/sponsor who stipulates that changes to your studies require their prior approval, it is your responsibility to provide evidence that the change has had their approval.*  | **[ ]  Yes [ ]  No** |
| **[ ]  AHRC [ ]  EPSRC [ ]  ESRC [ ]  NERC [ ]  Research Impact Scholarship [ ]  PDS Award** **[ ]  School studentship/bursary [ ]  Other, please state**      |
| **Has all the substantive research, fieldwork, data collection and analysis been completed?** *If the answer is no, please use the box below to explain in further detail what remains to be done:* | **[ ]  Yes [ ]  No** |
|       |
| **STUDENT DECLARATION** |
| Please sign to confirm that, if this application is approved, you will pay the Submission Pending fee of £225 at the point of Registration for the Submission Pending period unless you are eligible for fee waiver: |
| **Name** |       | **Date** |       |

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| **SECTION 2: SUPERVISOR DECLARATION (TO BE COMPLETED BY THE MAIN SUPERVISOR)** |
| **Having considered all aspects of the student’s progress, do you consider that the student meets the criteria outlined below for entry into Submission Pending:*** **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 what remains to be done, has been agreed by the supervisor and student**

 *If anything needs further explanation, please provide this in the box below.*  | **[ ]  Yes [ ]  No** |
|       |
| **If no, please explain what the issue is:** |
|       |
| **Has a suitable schedule for supervision for the submission pending period been agreed with the PGR?** | **[ ]  Yes [ ]  No** |
| **Supervisor’s name** |       | **Date**  |       |

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| **SECTION 3: TIMETABLE FOR SUBMISSION PENDING** **(TO BE COMPLETED JOINTLY BY THE PGR AND MAIN SUPERVISOR)** |
| An agreed timetable **for the Submission Pending period** is required with your application.Please check this box to confirm that a timetable for the Submission Pending period has been submitted to accompany this form: **[ ]**  |

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| **SECTION 4: TO BE COMPLETED ON BEHALF OF THE SCHOOL PGR COMMITTEE** |
| ***As Chair of the School PGR Committee, I have considered this application and the decision is to:*** |
| [ ]  **APPROVE** [ ]  **REJECT [ ]  FURTHER INFORMATION REQUIRED** |
| **If approval has not been granted, please explain why below**: |
|       |
| **PGR Director** |       | **DATE**  |       |