**Application for Submission Pending Form (PGR)**

Use this form if you are a Postgraduate Researcher (PGR) who wants to submit an application for submission pending. All questions are mandatory unless otherwise indicated.

Please complete section 1 and then follow the submission guidelines.

**SECTION 1: PGR**

**Personal Details**

**Full Name:**

**ID Number:**

**School:**

**Department:**

**Information to support your submission pending application**

Tell us why you are applying for submission pending

You need to provide us with details about how you are going to complete your thesis / dissertation, which includes a summary of the work that you have completed so far and a timeline for the work that is left to do.

Download the [Completion Plan](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=64981) template, add your details, then submit your finished plan alongside your application form. Your supervisor will have access to the plan once you have submitted your application.

The Disability Advisory and Support Service (DASS) provides support to students with a range of difficulties including, but not limited to: autism spectrum condition (ASC), dyslexia, dyspraxia and other specific learning difficulties; mental health difficulties; mobility impairments; sensory impairments; unseen disabilities like epilepsy, HIV, AIDS and chronic fatigue.

**If you are not already registered with DASS, we would like to make a confidential referral to the service for you, so that they can explain what support you can access.**

**Do you consent to a DASS referral?**

Yes

No

Already registered with DASS

**Funding**

**Are you in receipt of a Studentship or a Government Doctoral Loan?**

Yes

No

**If yes please provide us with full details of your funding source:**

**If yes, are you eligible to apply for a submission pending based on your sponsor/funder’s terms and conditions? Please highlight:**

Yes

No

Not Applicable

If the terms and conditions of your sponsor/funder require you to notify them of any change in your circumstances, you must contact your funder and/or loan provider.

**Have you notified your sponsor, funder and/or loan provider? Please highlight:**

Yes

No

Not Applicable

If the terms and conditions of your funder require that you receive confirmation from them that you are eligible to apply for an interruption to your studies, you must wait for this confirmation before applying.

**Have you have received confirmation from your funder? Please highlight:**

Yes

No

Not Applicable

*If you are currently waiting to receive confirmation from your funder, we recommend that you submit this form only when you can provide the evidence alongside the application.*

If the terms and conditions of your sponsor/funder require you to notify them of any change in your circumstances, you must contact your funder and/or loan provider.

**Declarations**

By submitting this form you declare that the information given is accurate to the best of your knowledge. Falsification of information as part of this application may be a student disciplinary matter and may lead to this request not being processed.

The personal information that you provide in this form is processed by The University of Manchester in accordance with UK data protection law. For further information about how we use your personal information and to find out about your data protection rights, see our [privacy notices](https://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/).

By submitting this form, you confirm that you understand and consent to the University processing and storing your personal information.

**Confirming your request.**

It is your responsibility to read the following relevant University guidelines and policies on submission pending:

* [Submission Pending Procedure for PGRs](https://documents.manchester.ac.uk/display.aspx?DocID=39960)
* [Change of Circumstances for PGRs Policy](https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/#d.en.866096)

By submitting your form you are confirming that you have read and understood the relevant University guidelines and policies.

You are encouraged to talk to somebody in your [Doctoral Academy or School](mailto:fse.doctoralacademy.support@manchester.ac.uk.) about your situation before applying for submission pending. This will help determine if it is the most suitable arrangement for you.

**If you have discussed your intentions with any members of University of Manchester staff please confirm their names and job titles below:**

By submitting your form you also confirm that you understand the financial, academic and visa implications of submission pending.

**Please submit your form to the** [**Doctoral Academy**](mailto:fse.doctoralacademy.support@manchester.ac.uk.) **and remember to include all supplementary evidence / documents and remember to include all supplementary evidence / documents.**