

OVERVIEW OF FORMS & REQUESTS ABSENCE FROM THE UNIVERSITY		
Absence Requests are submitted via UofG Helpdesk . All other forms are submitted to the Graduate School mailbox. Please see Absence requests .		
Requests	Circumstances	Actions/Follow Up
Annual Leave	All Postgraduate Researchers are entitled to take a maximum of eight weeks' (56 days) annual leave . All PGRs who are not engaged with their studies for a period of up to 56 days and do not want to suspend their studies . Student/Tier 4 visa holders can remain in the UK or return home. No extra time will be added to the duration of studies and fees will continue to be charged.	PGRs must remain in contact with supervisors during the period of absence and contact the Graduate School and their supervisors on their return. Student/Tier 4 visa holders should ensure that they submit an engagement form via UofG Helpdesk following their return from Annual Leave if the leave falls over a scheduled monthly supervision. Further information is available via Student Visa Responsibilities
Research Furth	PGRs who spend time away from the University to carry out research . PGRs are not permitted to apply for research furth if they are registered as thesis pending.	PGRs must remain in regular contact with their supervisor throughout the period and included in School monitoring procedures. Student/Tier 4 visa holders should continue to submit monthly engagement forms. These meetings can be virtual for Research Furth of Glasgow placements. PGRs will be expected to contact the Graduate School and their supervisors on their return.
Suspension of Studies	All PGRs who are unable to engage in their studies for any of the following reasons: care, financial, health, internship, maternity, other personal reasons, shared paternity leave. Student/Tier 4 visa holders with an approved suspension of more than 60 days are required to leave the UK and University sponsorship of their visa is withdrawn. The period of approved suspension will be added to the duration of studies.	Supervision will stop for all PGRs, no fee will be charged and stipend payments will be stopped. PGRs must remain in contact with supervisors during the period of suspension and will be expected to contact the Graduate School and their supervisors on their return and provide a Return from Suspension Form following a meeting with their supervisors. Additionally, if suspension ends outwith the Annual Progress review period, PGRs are required to attend an APR arranged by their School to confirm their progress to the next session. Student/Tier 4 visa holders should ensure that they recommence engagement forms via UofG Helpdesk following their return from suspension. Further information is available via Student Visa Responsibilities
Return from Suspension of Studies Form	All PGRs returning from Suspension of Studies should complete a Return from Suspension of Studies Form .	Following return to study PGRs will have a meeting with supervisors to agree future plans. Completed forms are submitted to the Graduate School to update MyCampus record accordingly. Additionally, if the suspension ends outwith the annual progress review period, PGRs are required to attend an APR arranged by their School to confirm their progress to the next session.

OVERVIEW OF FORMS & REQUESTS | ANNUAL PROGRESS

Information is available in the [PGR Handbook](#) and via [Annual Progress Review](#). All forms are submitted to the [Graduate School](#) mailbox.

Forms	Circumstances	Actions/Follow Up
Annual Progress Review (via MyCampus)	All full time and part time PGRs are required to attend an Annual Progress review. APR forms are completed online and accessed by PGRs via the link on MyCampus and by Academics via the link on the Staff homepage. Section A provides an overview of PGRs MyCampus details. Section B: Student Assessment and Section C: Supervisor Assessment are completed by the PGR and supervisors in advance of the Annual Progress Review. Section D: Panel Review outcome.	Following the review, the outcome is completed by the review panel confirming or otherwise student's ability to progress to the next session. At the end of the minimum period of study (full-time in third year or part-time PGRs in fifth year) a decision will be made about whether the PGR is permitted to change to thesis pending registration or continue full or part time with tuition fees. A Completion Plan is required for all PGRs at the end of the minimum period of study and should be uploaded to the online APR.
Thesis Pending Review	PGRs registered as thesis pending are not required to participate in a review. The Thesis Pending Review form should be completed to confirm the PGR will submit on the expected date.	If it is expected that additional time is required an application for extension/suspension should be submitted.
Additional Annual Review Form	Follow up review for PGRs with conditions to annual progress.	The Additional Annual Review form is completed offline by the review panel confirming or otherwise the PGR's ability to progress to the next session then returned to the Graduate School.
Completion Plan	All PGRs who have reached their minimum period of study. To be completed by the PGR and signed but the supervisor.	A Completion Plan is required for all PGRs at the end of the minimum period of study (full-time in third year or part-time in fifth year) who are recommended to change to thesis pending registration or continue as a full or part-time with tuition fees.
Data Management Plan	All first year PGRs.	A Data Management Plan is required for all first year PGR and should be uploaded to the online APR.

OVERVIEW OF FORMS & REQUESTS THESIS SUBMISSION		
Information is available in the PGR Handbook and via Thesis Submission . All forms are submitted to the Graduate School mailbox.		
Forms	Circumstances	Actions/Follow Up
Alternative Format Thesis	PGRs who would like to submit their thesis in an alternative format . An application form and Author Declaration to be completed and returned to Graduate School.	The Graduate School will arrange for the Dean of Graduate Studies to consider the request.
Intention to Submit (via UofG Helpdesk)	The Intention to Submit should be completed via the UofG Helpdesk by the PGR and approved by the supervisor signalling that the thesis will be submitted within three months of the date stated on your form or by your expected submission date (whichever date is sooner).	On receipt of the Intention to Submit the Graduate School will begin the process of approving the Committee of Examiners – this cannot be done until the form is received so it is very important to submit the form at an early stage.
COSS Viva Adjustments	PGRs who require adjustment to be arranged for their viva should submit a COSS Viva Adjustments Form .	This form should be submitted to the Graduate School alongside the student's thesis, to ensure necessary adjustments are requested and implemented in advance of the viva. The examination committee will be made aware of the adjustments required in advance of the examination.
Nomination of Committee of Examiners	To be completed by Head of School/Subject as soon as the Intention to Submit for has been submitted.	The Graduate School will arrange for the Committee of Examiners to be approved and advise the School when this has been done to allow viva arrangements to be made. The thesis will be distributed to the examiners.
Application for Extension to thesis deadline date	All PGRs who require an extension to their thesis submission date of more than 2 weeks. PGRs should be in their thesis pending year or final year of study. A revised thesis Completion Plan is required for all applications. This form is also for PGRs who require an extension to a re-submission or period of corrections date. In this case the form will require approval of the Convener of the Committee of Examiners. Applications should be submitted 3 months in advance of the submission date and no later than 6 weeks prior to the expected submission date. Applications received later than 6 weeks prior to submission will incur a late fee .	All PGRs must remain in monthly contact with supervisors during the period of extension to ensure no further extension is required. Student/Tier 4 visa holders are required to ensure their visa does not expire if they are remaining in the UK. The Graduate School will remind PGRs one month before their extension expires if the intention to submit form/thesis is not received. If the extension is required for reasons of medical or other adverse circumstances and the PGR is unable to continue working on the thesis a period of suspension may be granted.

OVERVIEW OF FORMS & REQUESTS | REQUESTS FOR STUDENT/TIER 4 VISA HOLDERS

CAS Requests and Engagement Monitoring are submitted via [UofG Helpdesk](#). Further details are available via [Information for Student/Tier 4 visa holders](#).
Please also see [Student Visa Responsibilities](#) and [Responsibilities for Supervisors of PGRs with Student/Tier 4 visa](#).

Requests	Circumstances	Actions/Follow Up
CAS Requests	Student /Tier 4 visa holders can apply for a CAS for a new visa following a period of suspension or to extend their visa should they require further time, usually following a suspension or extension to thesis submission.	Request are submitted via UofG Helpdesk . Please see further Information for Student/Tier 4 visa holders .
Engagement Monitoring	Student/Tier 4 Postgraduate Researchers are required to engage with studies full time throughout the academic year, with the exception of any brief periods of annual leave.	Monthly engagement forms should be submitted via UofG Helpdesk . Further information and FAQs are available online: Student Visa Responsibilities .