

OVERVIEW OF FORMS

ABSENCE FROM THE UNIVERSITY all requests are submitted through the UofG Helpdesk CoSS Graduate School Absence Request		
Form	Circumstances	Actions/Follow Up
Approved Leave of Absence (Annual Leave)	Postgraduate Research Students are entitled to take a maximum of eight weeks' (56 days) annual leave . All students who are not engaged with their studies for a period of up to 56 days and do not want to suspend their studies . Tier 4 students 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.	Students must remain in contact with supervisors during the period of absence and contact the Graduate School and their supervisors on their return.
Medical Leave during Thesis Pending	All students in their Thesis Pending/ Writing Up Period who are unable to work on their thesis due to medical circumstances. Medical evidence must be provided in support of this request. Tier 4 students with approved medical leave of more than 60 days are required to leave the UK and University sponsorship of their visa is withdrawn. The period of medical leave will be added to the duration of studies and no fees will be charged for the duration of medical leave.	Students will be expected to remain in contact with supervisors during the period of medical leave and should contact the Graduate School and their supervisors on their return.
Research Furth	All students who spend time away from the University to carry out research. Students are not permitted to apply for research furth if they are registered as thesis pending.	All students must remain in regular contact with their supervisor throughout the period and Tier 4 students should be included in School monitoring procedures. Students will be expected to contact the Graduate School and their supervisors on their return.
Suspension of Studies	All students who are unable to engage in their studies. Tier 4 students 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an approved suspension of more than 60 days are required to leave the UK and University sponsorship of their visa is withdrawn.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 and no fees will be charged for the duration of the suspension.	Supervision will stop for all students no fee will be charged and stipend payments will be stopped. Students must remain in contact with supervisors on a monthly basis during the period of suspension and will be expected to contact the Graduate School and their supervisors on their return. If suspension ends outwith the annual progress review period supervisors will be requested to confirm the student's ability to progress to the next session.
Return from Suspension of Studies	All students returning from Suspension of Studies.	Following return to study students will have a review meeting within their School to agree future plans. Completed forms are submitted to the Graduate School to record the outcome of the review and update the student record accordingly.

ANNUAL PROGRESS		
Form	Circumstances	Actions/Follow Up
Annual Progress Review	All PGR students are required to attend an Annual Progress review. APR forms are completed online and accessed by Students via the link on MyCampus and by Academics via a the link on the Staff homepage. Section A provides an overview of students MyCampus details. Section B: Student Assessment and Section C: Supervisor Assessment are completed by the student 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 Students in fifth year) a decision will be made about whether the student is permitted to change to thesis pending registration or continue as a full or part-time fee paying student. A Completion Plan is required for all students at the end of the minimum period of study.
Thesis Pending Review	Students registered as thesis pending are not required to participate in a review. The Thesis Pending Review form should be completed to confirm the student 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	Follow up review for students with conditions to annual progress.	The Additional Annual Review form is completed offline by the review panel confirming or otherwise student's ability to progress to the next session then returned to the Graduate School.
Completion Plan	All students who have reached their minimum period of study. To be completed by the student and signed but the supervisor.	A Completion Plan is required for all students at the end of the minimum period of study (full-time students in third year or part-time students in fifth year) who are recommended to change to thesis pending registration or continue as a full or part-time fee paying student.
Data Management Plan	All first year students.	A Data Management Plan is required for all first year students and should be submitted as part of the Annual Progress Review Form.
Training Needs Assessment	All full-time and part-time registered students. To be completed by the student.	The Training Needs Assessment form is completed yearly by students and included with the Annual Progress Review Form.

THESIS SUBMISSION		
Form	Circumstances	Actions/Follow Up
Application for Extension to thesis deadline date	All students who require an extension to their thesis submission date of more than 2 weeks. Students 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 students 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.	All students must remain in monthly contact with supervisors during the period of extension to ensure no further extension is required. Tier 4 students are required to ensure their visa does not expire if they are remaining in the UK. The Graduate School will remind students 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 student is unable to continue working on the thesis a period of suspension may be granted.
Intention to Submit	To be completed by the student and signed 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 form 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.
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.