

OVERVIEW OF FORMS

ABSENCE FROM THE UNIVERSITY		
Form	Circumstances	Actions/Follow Up
Approved Absence	<p>Tier 4 visa students who are not able to engage with their studies for a period of up to 60 days and do not want to suspend their studies. Students either remain in the UK or return home.</p> <p>No extra time will be added to the duration of studies and fees will continue to be charged.</p>	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	<p>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approved medical leave of more than 60 days are required to leave the UK and University sponsorship of their visa is withdrawn.</p> <p>The period of medical leave will be added to the duration of studies.</p>	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 allowed 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	<p>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an approved suspension of more than 60 days are required to leave the UK and University sponsorship of their visa is withdrawn.</p> <p>The period of approved suspension will be added to the duration of studies.</p>	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 registered students. Section A is completed by the Graduate School. Sections B and C of the form to be completed by the student and supervisor in advance of the Annual Progress Review.	Following the review section D 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 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 form is completed by the review panel confirming or otherwise student's ability to progress to the next session.
Completion Plan	All students who have reached their minimum period of study. To be completed by the student and signed but the supervisor.	A 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 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 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	<p>All students who require an extension to their thesis submission date of more than 2 weeks.</p> <p>Students should be in their thesis pending year.</p> <p>A revised thesis completion plan is required for all applications.</p> <p>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.</p>	<p>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.</p> <p>The Graduate School will remind students one month before their extension expires if the intention to submit form/soft bound is not received</p> <p>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.</p>
Intention to Submit	<p>To be completed by the student and signed by the supervisor signalling that the thesis will be submitted on the earlier of the expected thesis submission date or three months from submission of the form.</p>	<p>On receipt of the 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.</p>
Nomination of Committee of Examiners	<p>To be completed by Head of School/Subject as soon as the Intention to Submit for has been submitted.</p>	<p>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.</p> <p>The soft bound thesis will be distributed to the examiners.</p>