# EARLY SUBMISSION OF THESES:

# GUIDANCE FOR POSTGRADUATE RESEARCHERS AND SCHOOLS

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| **1.** | What is Early Submission? |
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| 1.1 | The University Regulation 6.2.3 (<http://www.birmingham.ac.uk/Documents/university/legal/regulations-part6.pdf>) sets out the minimum and maximum periods of study for each research degree qualification. |

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| 1.2 | Postgraduate researchers are expected to submit their theses for examination after completion of their minimum period of study and before the end of their maximum period of study. |
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| 1.3 | The end of the minimum period of study is used to calculate the earliest date on which postgraduate researchers may submit their theses. |
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| 1.4 | University Regulation 7.4.3(b) states  *A Registered Student will be expected to submit his or her thesis after completing the minimum period of study prescribed in section 6 and must submit the thesis within the maximum period of study prescribed therein. However, a Registered Student may be permitted to submit his or her thesis and any other required work before completing the prescribed minimum period of study on the written recommendation of his or her supervisor(s). Any such recommendation shall be subject to the approval of the Senate or under delegated authority.* |
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| 1.5 | **Requests for early submission of a thesis are regarded as exceptional.** Each request is considered on its merits and requests are normally only considered on academic grounds. Financial difficulties, work commitments or taking up employment are normally insufficient reasons for requesting early submission. Early submission is not a reduction in the minimum period of registration – seeReduction in the Period of Registration: <http://www.graduateschool.bham.ac.uk/rsa/reduction.shtml>. . |
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| **2.** | How to apply for Early Submission of a Thesis |
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| 2.1 | Requests should be made **at least three months** before the proposed date of submission. An Early Submission request form is available from the following web address: <http://www.graduateschool.bham.ac.uk/rsa/earlysub.shtml>. Supporting evidence/documentation must be attached to the request form. |
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| 2.2 | The postgraduate researcher should complete Part A of the request form and then pass the form to their supervisor, who should complete Part B. The Head of School (or nominee) should complete Part C. The completed form should be returned to the Research Student Administration Team, Registry, Academic Services.  Please ensure that all sections have been completed before returning the form, as an incomplete form will be returned, causing delays in the approval process |
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| 2.3 | Postgraduate researchers and supervisors will be notified by e-mail of the result of the request. |

2.4 Early submission does not result in a reduction in the minimum period of registration and   
 postgraduate researchers will remain normally registered until submission of the thesis.   
 At that point they will be transferred to thesis awaited status and their tuition fee liability will be reviewed. For information on a reduction in the minimum period of study seeReduction in the Period of Registration <http://www.graduateschool.bham.ac.uk/rsa/reduction.shtml>.

2.5 If you are a sponsored postgraduate researcher, you should be aware that your stipend payments may stop at the end of the month in which you submit your thesis. You are advised to contact your sponsor to discuss this before submitting your request.   
 Research Council funded PGRs should contact the Research Student Administration Officer - 0121 414 2898 or via e-mail to [graduateschool@contacts.bham.ac.uk](mailto:graduateschool@contacts.bham.ac.uk).