Early Submission of Thesis Request Form

Postgraduate Researchers

Before completing this form you should consult the [guidance notes](https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/rsa/earlysubmission.aspx) and discuss the matter with your supervisor.

The Research Student Administration team will process your request and advise you of the outcome by email.

| Part A: To be completed by the PGR | | | |
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| Surname (Family Name): | | | |
| Forename(s): | | Title(e.g. Dr, Mr, Ms, Mrs, Mx, etc): | Student ID Number: |
| School/Department: | | | |
| Degree: Choose an item. | | Date of entry into this programme of study:  Click or tap to enter a date. | |
| Email Address you wish the outcome of your request to be sent to: | | | |
| Name (s) of Supervisor (s): | | | |
| Do you hold a Research Council award? Choose an item.  If yes, please select the Research Council from the dropdown list: Choose an item.  You must contact your University Grant Administrator for the Research Council that sponsors you, for information on the implications of leave of absence on your funding. If you do not know the name of your University Grant Administrator, please email [studentships@contacts.bham.ac.uk](mailto:studentships@contacts.bham.ac.uk).  Please tick to confirm that you are aware of the implications of leave of absence on your Research Council funding: | | | |
| What is your current End of Minimum Period of Registration date (i.e., your earliest date for submission): Click or tap to enter a date. | | What is your current End of Maximum Period of Registration date (i.e., your deadline for submission): Click or tap to enter a date. | |
| On what date do you now wish to submit your thesis? Click or tap to enter a date. | | | |
| Please state your reasons for requesting early submission of your thesis:  Please note: Early Submission does not result in a reduction in your minimum period of registration and if approved, you will remain normally registered until submission of your thesis. At that point you will be transferred to thesis awaited status and your tuition fee liability will be reviewed. | | | |
| Supporting Evidence:  Please list your supporting evidence below: *Any other relevant supporting evidence or documentation should also be attached. You should be aware that these documents will be made available to the University’s Research Progress & Awards Sub Panel.* | | | |
| Type of evidence | Attached | | |
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| If you are unable to provide supporting evidence, please explain why: | | | |
| Declaration: I understand the implications of reducing the minimum period of registration to my studies.  I confirm that I have keep the University updated with my contact details via [online registration.](https://online-registration.bham.ac.uk)  If your request is approved, your maximum period of registration will also be reduced. | | | |
| Signed: | | | |
| Date: Click or tap to enter a date. | | | |

| Part B: To be completed by the PGR’s Lead Supervisor |
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| Do you support this request? Choose an item.  Please provide your rationale for your response (whether supporting the student’s request or not). Requests will be returned if this information is not included. |
| Is evidence to support this request attached? Choose an item.  If you are supporting the application without evidence, please state the reasons for this below: |
| Signed:  Name (Capitals): |
| Date: Click or tap to enter a date. |

| Part C: To be completed by the Head of School (or School Director of PGR Studies). Where the Head of School (or nominee) is the student’s supervisor, an alternative person of equal standing should complete Part C. |
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| Do you support this request? Choose an item.  Please provide your rationale for your response (whether supporting the student’s request or not). Requests will be returned if this information is not included. |
| Signed:  Name (Capitals): |
| Date: Click or tap to enter a date. |

| Part D: To be completed by the School/College PGR Administrator |
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| Is the PGR funded by a Research Council? Choose an item.  Request checked with Grant Administrator? Choose an item.  Please provide the exact text to be included in the confirmation email to the PGR, outlining the implications of early submission of the PGR’s thesis on the PGR’s Research Council funding:  *(This information will be provided to the PGR by Registry upon approval of their request)*  **Please note that, subject to approval by the University Research Progress and Awards Sub-Panel and the appropriate regulations, the School PGR Administrator will need to instruct Payroll to stop stipend payments.** |
| Signed:  Name (Capitals): |
| Date: Click or tap to enter a date. |

Please email the completed form, together with supporting documents, to the Research Student Administration Team, Registry. [pgrstudentrecords@contacts.bham.ac.uk](mailto:pgrstudentrecords@contacts.bham.ac.uk)