Notice of intention to submit/resubmit a research degree thesis

This form should be submitted three months before your proposed submission date.

| PART A – for completion by PGR |
| --- |
| **Surname (Family Name)**:  |
| **Forename(s)**:  |
| **Title (e.g. Dr, Mr, Ms, Mx, etc)**:  | **Student ID Number**: |
| The spelling of your name as entered above will be used on your Degree Certificate. The name on your Degree Certificate should match that shown on other official documentation, such as your birth/marriage certificate, passport.It is your responsibility to update your contact details via [My Details](https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/rsa/personal-details-change.aspx). |
| **Degree:** Choose an item. | **Mode of study:** Choose an item. |
| **School/Department**: | **Proposed submission date:** Click or tap to enter a date. |
| **Thesis title**: |
| **Supervisors**:  |
| **Do you have a Reasonable Adjustment Plan (RAP) in place or an application for a RAP pending, which contains viva-related adjustments?** Choose an item.Further information about RAPs can be found on the [Student Disability Service webpages.](https://intranet.birmingham.ac.uk/student/Your-Wellbeing/disability/reasonable-adjustments.aspx) |
| **Are you a member of University staff/honorary staff?** Choose an item. | **Have you ever been a member of University staff?**Choose an item. |
| **Have you ever held an honorary University appointment?** Choose an item. | **Have you been employed as a Clinical Research Fellow or employed on EU-ITN funding?** Choose an item. |
| **If you have answered yes to any of the above questions regarding employment, please provide the following:****i) the job title**:**ii) school/department**:**iii) appointment dates**: Click or tap to enter a date. |
| **I am aware that my thesis will be checked for plagiarism via plagiarism detection software** [ ]  |
| **I have ensured that any contractual obligations to funders, collaborators and sponsors, and all ethical requirements have been fulfilled with respect to this thesis (e.g. citation and acknowledgement of third-party material and the appropriate treatment of confidential information)** [ ]  |
| If your research has been disrupted by COVID-19, you are encouraged (where appropriate) to include a Statement on Disruption to Research when you submit your thesis. Further information about the statement can be accessed on the [Statement on Disruption to Research webpage](https://intranet.birmingham.ac.uk/student/graduateschool/pgr/covid/covid-19-statement-on-disruption-to-research.aspx)’ |
| **Signed (electronic signature is acceptable)**:  | **Date:** Click or tap to enter a date. |

|  |
| --- |
| PART B – for completion by supervisor |
| **I acknowledge the proposed submission date and will commence discussions with the PGR regarding archiving of data generated for the thesis, and post-award access to the final thesis and related data**. [ ]  |
| **Signed (electronic signature is acceptable)**:  | **Date:** Click or tap to enter a date. |