



COMPLETED FORM NEEDS TO BE SENT TO THE ACADEMIC SCHOOL/FACULTY FOR APPROVAL BEFORE BEING SENT TO THE GRADUATE SCHOOL

Completion Review (RDCom11)

'Completion status' is a 12-month period during which the student is expected to complete their programme of study. Students under completion status will not be expected to pay fees.

Students must go under a completion review to see if they will enter "completion status" if:

- i. Students have not submitted their doctoral thesis within three years of initial registration (full time) or five years of initial registration (part time)

The student's School/Faculty Research Student Review Board will assess the student's readiness to complete their studies within their period of registration on the basis of: i) A 'completion plan' consisting of a written account of no more than 2000 words of the work that has been undertaken and plan for successful completion within their period of registration ii) A report from the supervisory team evaluating the feasibility of the student's completion plan. The Research Student Review Board will then recommend to Research Degrees Committee/the Graduate School either that the student should be moved to 'completion status' or should continue to pay fees.

SECTION 1: Student details

Name:

ID number:

Department:

Research Centre(s)/Group(s) (where applicable):

University e-mail address:

Programme:

Mode of study: full time / part time

Date of initial registration (or date of progression for Professional Doctorate students):

SECTION 2: Student's declaration

- I confirm that if my completion review is approved I will be expected to submit my thesis and complete my PhD within 12 months of the start of my 'completion status'. I understand that if I fail to submit within this time, I will be required to apply for an extension to my maximum period of registration.
- I understand that any extensions to my maximum period of registration will be at the discretion of the Research Degrees Committee
- I understand that any periods of extension must be paid for at the relevant full-time or part-time rate unless I am granted a tuition fee waiver
- If I am an international student, I understand that I am required to inform the relevant authorities (e.g. UK Border Agency) of any changes to my registration status which may affect my permissions to enter/remain in the UK

Signature:

Date:

SECTION 3: Completion Plan

A 'completion plan' consisting of a written account of no more than 2000 words of the work that has been undertaken and plan for successful completion within their period of registration

SECTION 4: Supervisory Team Report

Provide produce a report on the feasibility of the student's completion plan.

Details of the work submitted by the student

- i. RSDP participation (please confirm how many RSDP sessions have been attended and signal how the student intends to complete the programme where necessary
- ii. Quantity and quality of student's work completed to date and feasibility of completing remaining work outlined on the completion plan.

SECTION 5: Supervisory Signatures

We confirm that we have evaluated the candidate's feasibility of completion within 12 months according to their completion plan. We understand that the candidate is required to submit their thesis and undergo their viva within their 'completion status' year. We understand that if the student fails to submit their thesis within this time, they will be required to apply for an extension to their maximum period of registration which must be paid for at the relevant full-time or part-time rate. We understand that any requests for extension are at the discretion of the Research Degrees Committee.

Director of Studies	Signed:	Date:	Department:	% supervisor load:
	Printed:			
Co-Supervisor	Signed:	Date:	Department:	% supervisor load:
	Printed:			
Co-Supervisor	Signed:	Date:	Department:	% supervisor load:
	Printed:			

Progression Review: Record of Research Student Review Board recommendation

This form should be used to record the recommendation of the Research Student Review Board and will be shown to the student and the members of the supervisory team in order to provide reasons for the decision and any feedback.

SECTION 6: Research Student Review Board assessment of the application

The Research Student Review Board should record here the board's assessment of the application following the progression review process in reference to the University's criteria for progression:

- evidence from the work which has been undertaken and the plan of work which remains to be done that the strongly indicates the student will have submitted their thesis and undergone the viva within 12 months of the beginning of the 'completion status' to ensure completion within these 12 months.
- evidence from the supervisory team's report that the student's supervisors are satisfied that the student can feasibly complete their degree within 12 months of the start date of the 'completion status' based on the student's completion plan.

In the case of projects involving performance or practice-based research, the report should also confirm the form that the final submission will take and the format in which the creative work will be recorded.

SECTION 7: Progression review panel's overall recommendation

Completion Review APPROVED

Student should be moved onto their 'completion' status.

Completion Review NOT APPROVED

The reasons for the recommendation must be set out in Section 5. Student should remain under their normal period of registration and fee status.

For completion by School/Faculty Administrator with responsibility for Research Degrees:

Date received:

If approved by Chair's Action, the Research Degrees Convenor should sign this section.

Date of Research Student Review Board decision:

Signature of Research Degrees Convenor

If the RDC is a member of the supervisory team, s/he should appoint a nominee to sign

Signed:

Date:

Completed forms should be sent to the Graduate School which will review the RSRB's recommendation

SECTION 8: GRADUATE SCHOOL APPROVAL

The Graduate School approves this Completion Status application

Chair of the Research Degrees Committee	Signed:	Date:
	Printed:	