# REQUEST FOR EARLY SUBMISSION OF THESIS (PGR)

All sections of this form must be completed. The completed form should be submitted to the **Doctoral Research Office (****dro@reading.ac.uk****)** for consideration by the Dean of Postgraduate Research Studies.

Further information for students considering submitting their thesis early can be found at the end of this form.

## TO BE COMPLETED BY THE STUDENT

Please note that by submitting this form you are confirming that you are aware of the implications of submitting your thesis early.

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| **Student name** | Click or tap here to enter text. |
| **Student number** | Click or tap here to enter text. |
| **School/Department** | Click or tap here to enter text. |
| **Programme** | Click or tap here to enter text. |
| **Mode of attendance** | Choose an item. |
| **Registration start date** | Click or tap to enter a date. |
| **Minimum registration date** | Click or tap to enter a date. |
| **Do you hold a UK visa?** | Choose an item. |

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| **Requested date of submission (approx.)** | Click or tap to enter a date. |
| **Statement giving reasons for requesting early submission** | Click or tap here to enter text. |

## TO BE COMPLETED BY THE SCHOOL/DEPARTMENT

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| **Statement of support from supervisor[[1]](#footnote-1)** | Click or tap here to enter text. |

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| **Name of supervisor** | Click or tap here to enter text. |
| **Signature of supervisor** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

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| **Do you recommend a pro rata fee reduction?** | Choose an item.  |
| **Any further comments regarding the fee reduction** | Click or tap here to enter text. |

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| **Name of School/Dept Director of PGR Studies OR Director of Research** | Click or tap here to enter text. |
| **Signature of School/Dept Director of PGR Studies OR Director of Research** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

## TO BE COMPLETED BY THE DOCTORAL RESEARCH OFFICE

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| **Approved?** | Choose an item. |
| **Signature of Dean of Postgraduate Research Studies** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

**INFORMATION FOR POSTGRADUATE RESEARCH STUDENTS CONSIDERING EARLY SUBMISSION OF THESIS**

## REGULATIONS

Candidates are entitled to submit their thesis, without exceptional permission, eight weeks prior to the end of their minimum registration period. If you wish to submit your thesis earlier than this, you need to complete this form for approval by the Dean of Postgraduate Research Studies.

Further information can be found on the Graduate School website in the *Rules for Submission of Theses for Research Degrees*: <https://www.reading.ac.uk/graduate-school/student-policies-procedures/thesis-submission-examination>.

## FEES AND RESEARCH EXPENSES

Any reduction in fees and/or research expenses for the academic will be at the discretion of the Dean of Postgraduate Research Studies in consultation with your School/Department.

## STUDENTSHIPS

If you are in receipt of a studentship paying a maintenance grant (or stipend) which is administered by the University then the payments may cease once you have submitted your thesis. Please ensure that you contact your funding body to confirm the impact that early submission of your thesis will have on your studentship.

## IMMIGRATION

Please note that the University is obliged to inform the Home Office that we have withdrawn visa sponsorship if your Degree is awarded earlier than expected, even though you may not have attended a Graduation Ceremony, because at that point you have finished your studies at the University. If you wish to check if you can stay in the UK until your Graduation Ceremony then please contact the Doctoral Research Office.

**When your Degree is awarded, if a further period of time remains on your current Tier 4/Student visa, then you should not assume that you can remain in the UK until the date the visa expires.** Similarly, you should not assume that you can leave the UK and then re-enter when your degree is awarded, or is close to being awarded, but should discuss with the Doctoral Research Office before making any arrangements to travel.

Once the University has informed the Home Office that you have completed your studies early, this will affect your immigration status and you will be required to leave the UK. The Home Office will contact you in order to confirm the date by which you are required to leave the UK. We also recommend that you take Immigration Advice from the International Student Advisory Team.

Last Updated: 22 July 2022

1. Supervisors should state the grounds for early submission, including reassurance that the thesis will be of an appropriate standard for examination. [↑](#footnote-ref-1)