



Application to Transfer to Pre-submission Status

Please note: Pre-submission status was formerly known as Continuation status.

Before completing this application form, please read the following notes:

1. Requests to transfer to pre-submission status must be made in periods of quarters (3 months), up to a maximum of one year.
2. A transfer to pre-submission status can only take effect from the beginning of a month.
3. **A transfer to pre-submission status will only be approved if it is accompanied by a detailed timeline and plan for the period to submission.**
4. A transfer to pre-submission status is not normally approved before completion of three years full-time study or five years part

Please check one box: (please note if a box is not checked, this request cannot be approved)	☐ I am in receipt of, or have been in receipt of, a United States Federal Direct Loan during my PhD/MPhil ☐ I <u>am not</u> in receipt of, and have not been in receipt of a United States Federal Direct Loan during my PhD/MPhil
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Requested length of time under pre-submission status:

☐ 3 months
 ☐ 6 months
 ☐ 9 months
 ☐ 12 months

I confirm that:

All data has been collected and analysis is substantially complete

AND/OR

A well-worked first draft of the thesis has been approved by the supervisor

Signed	:	Date	:
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(Student)

SECTION B – To be completed by the main supervisor

progress and recommend that they be permitted to proceed to pre-submission status for:

☐ 3 months
 ☐ 6 months
 ☐ 9 months
 ☐ 12 months

With effect from **(this must be the start of a month)**:

Transfer Date	:
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Please provide the reasons for your recommendation:

:

Signed	:	Date	:
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(Main supervisor)

SECTION C – To be completed by the Director of Doctoral Studies

status for:

-submission

☐ 3 months
 ☐ 6 months
 ☐ 9 months
 ☐ 12 months

Signed	:	Date	:
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(Director of Doctoral Studies or MAH Doctoral convenor)

Once completed, please could the REC return this form to the Student Records Team