

**Faculty of Engineering & Physical Sciences
REQUEST FOR A CHANGE OF REGISTRATION**

**PLEASE READ THE SPECIAL PERMISSION (PGR) GUIDELINES
AT THE END OF THE FORM BEFORE COMPLETING THIS REQUEST**

Part 1: Student details

Student ID number _____ Title _____

Surname _____ Forename(s) _____

School _____

Centre for Doctoral Training (if applicable) _____

Current Degree Registration: PhD/EngD/EntD/MPhil/MSc by Research/MENT
Part-time/Full-time

Research Student Sponsor (if applicable) _____

Main supervisor _____ Advisor _____

Address to send correspondence to:

Part 2: Change of registration details

New degree registration: PhD/EngD/EntD/MPhil/MSc by Research/MENT
Part-time/Full-time

Part 3: Circumstances for the change request

Part 3 (continued)

I confirm that I have read the guidelines for this request form and consulted the University's *Policy on Circumstances Leading to Changes to PGR Study*

Signed Student _____

DD/MM/YYYY

Part 4: Recommendation of the supervisor

- Please consider all aspects of the student's progression and include a note, if appropriate, on the current status of the thesis/dissertation.
- Please confirm that all interested parties (including research sponsors, research collaborators, International Advice Team (in the case of international students who require visas, etc.), and the DSO) have been consulted and agree to support the application.

Signed Supervisor _____

DD/MM/YYYY

Part 5: Recommendation of the Institute/Centre Director – to be completed in cases where the research is undertaken in a Research Institute or a Centre for Doctoral Training

Comments of the Institute/Centre Director:

Signed Institute/Centre Director
or Nominated Representative _____ DD/MM/YYYY

Part 6: Recommendation of the Head of School or Nominated Representative

Comments of the Head of School (or Nominated Representative):

Signed Head of School
or Nominated Representative _____ DD/MM/YYYY

FACULTY OF ENGINEERING & PHYSICAL SCIENCES REQUESTS FOR SPECIAL PERMISSION (PGR) – guidelines

Please ensure that you and your supervisor follow the guidelines below to ensure that your case is properly prepared for consideration by the Faculty PG Research Degrees Panel. This will avoid delays to a decision on your request.

You should refer to the University's *Policy on Circumstances Leading to Changes to Postgraduate Research Study* **before** completing your request form. This policy contains information for students and staff on University policy and procedures concerning the following:

- The standard duration of postgraduate research degrees
- The submission pending period
- Interruption of studies
- Unauthorised absence
- Short-term absence
- Official leave of absence for study leave and fieldwork
- Holiday leave
- Maternity, adoption and paternity leave and pay
- Extension of studies
- Withdrawal from a postgraduate research degree
- Termination of a student registration
- List of exceptional circumstances/list of non-exceptional circumstances that may/may not be acceptable in a student's application for an interruption or extension
- Documentary evidence required to support requests for changes to study

The policy can be found at: <http://documents.manchester.ac.uk/display.aspx?DocID=8162>

❖ Interruption of Study

- Any application for an interruption should, wherever possible, be made ***before the beginning of the proposed period*** of interruption. Requests for retrospective interruptions can only be considered in the most exceptional circumstances.
- Students will not normally be permitted to interrupt during a period of extension or the submission pending period.
- Requests for an interruption in order to undertake an internship may be made but it should be noted that the final submission deadline date normally will not be extended (students would be expected to submit their thesis/dissertation by the original deadline date).
- **Students on a Tier 4 visa** – The University has to report to the UKVI any significant changes in the circumstances of study for international students to whom it has issued a Confirmation of Acceptance for Study (CAS). If an interruption of 60 days or more is approved, students will be required to return home as soon as possible (and within a maximum of two months). Interruptions of a period less than 60 days will be reported as an authorised absence.

❖ Extension of Study

- Requests for an extension of study must be submitted ***at least two months before*** the end date.
- Only delays/issues/problems which occur in the final year of study can be considered. If a student has successfully progressed to the next year of the programme, any retrospective issues cannot be taken into consideration unless these issues and their effects on progression have been clearly noted in the end of year progression form on eProg.
- In some cases (for students who started their current PGR programme before 1 September 2012), the Faculty PG Research Degrees Panel may reject an extension request but grant permission to submit late instead.

❖ **Extension of Submission Pending Period**

- Requests for an extension of submission pending period must be submitted **at least two months before** the final deadline for submission.
- Only issues/problems which occur during the submission pending period can be considered by the Faculty PG Research Degrees Panel (delays/problems which occurred during the period of study cannot be taken in consideration).
- In some cases (for students who started their current PGR programme before 1 September 2012), the Faculty PG Research Degrees Panel may reject an extension of submission pending period request but grant permission to submit late instead.

❖ **Permission to submit late**

- For students who started their current PGR programme before 1 September 2012:
If a student is outside of their registration period but has a thesis ready for submission, they can request permission to submit late.
- For students who started their current PGR programme after 1 September 2012:
If a student does not submit their thesis before the final submission deadline date and has not formally arranged an extension with the Faculty, an extension will not be granted and s/he will not be permitted to submit their thesis.
- If permission to submit late is granted by the PG Research Degrees Panel, a fee of £500 must be paid **before** the Graduate Education Office can accept the thesis submission.

THE REQUEST FORM - guidelines

❖ **Who completes the form?**

- The student should complete sections 1, 2 and 3 of the form. The relevant circumstance(s) should be selected in section 3 and full details given.
- The main supervisor should complete section 4 of the form, providing a note on the student's progression and, if appropriate, the current status of the thesis/dissertation. The supervisor should also confirm that all interested parties (including research sponsors, research collaborators, International Advice Team (in the case of international students who require visas, etc.), and the DSO have been consulted and agree to support the application.
- Finally, the Head of School (or nominated representative) should complete section 6.

❖ **What evidence/supporting documentation should be included?**

- For all requests which are submitted due to ill health, ***medical evidence must be attached*** to support the case e.g. a note/letter from a doctor/hospital. Requests made on the grounds of ill health which are not supported by evidence cannot be considered by the Faculty PG Research Degrees Panel.
- For requests which are submitted due to equipment breakdown/research delays, details of dates and duration must be given. Where possible, dates of meetings describing the problems or evidence from the end of year report giving these events as cause for concern should be included.
- Requests for an extension of study/submission pending period must include a thesis/dissertation 'writing-up' plan (agreed by both the student and supervisor).

❖ **Where is the form sent?**

- Fully completed/signed forms and supporting documentation should be sent to the Graduate Education Office, C4 Sackville Street Building (email: eps-subs@manchester.ac.uk).

❖ **When should the form be submitted?**

- The Faculty PG Research Degrees Panel normally meets on the first Wednesday of each month. In order to ensure that the case can be considered at the meeting, the form must be received by the Graduate Education Office **at least one week before the date of the meeting.**
- Schools may have their own procedures for preparing/approving requests – students should check these with the School PGR Administrator.

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