

Submission Pending Status

Doctoral students who have completed the prescribed minimum period of study for their programme¹, are in the final stages of preparing their thesis/ portfolio for submission, and no longer require access to university facilities at former levels, may request to adjust their registration to 'submission pending' status.

Students with submission pending registration status will pay a reduced tuition fee² but continue to receive supervision (and submit progress reports) and retain their access to Library resources and university email.

A workplan, including a detailed timeline to submission indicating the expected progress each month, and supporting statements from both your Supervisor and Director of Studies are required to support a request.

In determining whether registration status should be adjusted, the Board of Studies will consider several factors, including but not limited to:

- Whether any active research is complete
- Whether data collection is complete (incl. use of laboratories)
- Whether the workplan indicates that the final stages of preparing for submission have been reached

Following the change to Regulation 16 in AY2024/25 the Board of Studies (Doctoral) may consider requests to transfer to 'writing-up Administration' status if exceptional circumstances can be demonstrated, and a satisfactory case made that supervision **nor** access to University facilities (except for email account) are needed any longer. Because of the lack of supervisory contact and progress reporting, this status is not suitable for visa holders who wish to remain in the UK under the University's sponsorship.

1. General details of the student's current registration

Surname	Student Number
Full Forenames	Main funding source
Department/ School	Degree registered for
Supervisor(s)	
Thesis/ Portfolio title	
Current mode of study (please tick the appropriate box(es))	
<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Industrially/ Externally based <input type="checkbox"/> Staff A <input type="checkbox"/> Staff B	
Registration start date	Registration end date

¹ <http://go.bath.ac.uk/regulations>

² <http://www.bath.ac.uk/guides/writing-up-and-training-support-fees-for-postgraduate-students/>

2. Specific details relating to this request

I request submission pending status until my work is presented for examination, as I require continued supervision, but use of university facilities at a reduced level	<input type="checkbox"/>
I no longer require supervision, nor the use of University facilities except for email, and so request writing up administration status until my work is presented for examination	<input type="checkbox"/>
Please consider the following exceptional circumstances which apply in my case: 	
Effective date of the change in registration status: <i>Note: If approved, the reduced fee will be charged from this date</i>	
A workplan to completion is attached	<input type="checkbox"/>

3. Supervisor's comments

Please comment on the student's workplan to completion, confirming that the transfer request is appropriate, and indicates a realistic timescale.

Signed **Date**
Lead Supervisor

I confirm this student's request to reduce their use of facilities is appropriate at this point in their studies

Signed **Date**
Director of Studies

The completed form should be passed to the Doctoral College