|  |  |
| --- | --- |
| A picture containing text  Description automatically generated | **SUBMISSION REVIEW FORM**  Note: a copy of this form will be sent to the student’s University email account following Faculty approval |

**The Submission Review should be completed by the supervisor and/or independent reviewer, in collaboration with the student, and should include a detailed consideration of the student’s progress and a plan to ensure that all research is completed, and the thesis is submitted within the tuition fee-paying period. Prior to the submission review meeting, students should be asked to complete the Gantt chart showing their plans to complete any remaining work and submit.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STUDENT DETAILS - FOR COMPLETION BY THE STUDENT** | | | | | | | | | | | | | | | |
| Surname | |  | | | | | First Name | | | | |  | | | |
| Registration Number | |  | | | | | Department/ Programme | | | | |  | | | |
| Current end of fee-paying period: | |  | | | | | Current time limit: | | | | |  | | | |
| Activities | Jan | | Feb | Mar | Apr | May | | Jun | Jul | Aug | Sep | | Oct | Nov | Dec |
| *e.g. completion of final results chapter* |  | |  |  |  |  | |  |  |  |  | |  |  |  |
|  |  | |  |  |  |  | |  |  |  |  | |  |  |  |
|  |  | |  |  |  |  | |  |  |  |  | |  |  |  |
|  |  | |  |  |  |  | |  |  |  |  | |  |  |  |
| Signature: | | | | | | Date: | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **REVIEW OF THE STUDENT’S PROGRESS TOWARDS THESIS SUBMISSION – FOR COMPLETION BY THE SUPERVISOR AND/OR INDEPENDENT REVIEWER**  **Where possible please elaborate, e.g. *x has already produced their materials and methods and their first results chapter*** | | |
| 1. a) Has the student started to write up their research in an appropriate academic format? | | |
| 1. b) If not, when will they start to write and prepare their thesis? | | |
| 2. a) Is the student on course to complete active/core research by the end of their tuition fee-paying period? Yes / No | | |
| 2. b) If not, is there a realistic plan either to complete active/core research, or to reduce the scope of the thesis to only include research undertaken to-date? Please provide further details | | |
| 3. a) Are there any obvious barriers to the student submitting their thesis by the end of their tuition fee-paying period? Yes / No | | |
| 3. b) If yes, what are the barriers and what plans are in place to mitigate them? | | |
| 4. a) Does the student require any specific support to help them submit within their tuition fee-paying period, or as soon as possible thereafter? Yes / No | | |
| 4. b) If yes, what is the nature of the support required? Can it be provided? | | |
| 5. a) Has the student undertaken all required training and made progress towards completing their DDP Evidencing Development Summary? Yes / No | | |
| 5. b) If not, when will this be completed? | | |
| 6. Any further comments? Please clearly state if you anticipate that the student will need to submit an application to undertake active/core research beyond the tuition fee-paying period and you would like to discuss this with the departmental PGR Lead. | | |
| Reviewer(s) name: | Signature: | Date: |

|  |  |
| --- | --- |
| **DEPARTMENTAL PGR LEAD’S COMMENTS** | |
|  | |
| Signature: | Date: |

**This form's signatories agree that any further research undertaken will be for the sole purpose of enabling the submission of a doctoral standard thesis as soon as possible.**

**The signatories acknowledge that any future Time Limit Extension sought where non-essential research or non-essential activity has been undertaken in the submission pending period is unlikely to be approved.**

**If it is likely that the student will still require access to research facilities beyond the end of their tuition fee-paying period (i.e. in their submission pending period), this will require approval by the Head of Department, or their delegate, e.g. the PGR Lead or appropriate departmental committee. An application will need to be made no later than 3 months before the end of the tuition fee-paying period, using the ‘**[**Application to undertake active/core research in the submission pending period**](https://www.sheffield.ac.uk/media/35383/download?attachment)**’ form. If the student does not have a submission pending period, this will need to be submitted alongside a request for a Time Limit Extension.**