**APPLICATION TO UNDERTAKE** **ACTIVE/CORE RESEARCH IN THE SUBMISSION PENDING PERIOD**

**GUIDANCE NOTES**

Requests to undertake active/core research in the submission pending period (i.e. after the end of the tuition fee-paying period) will only be considered in exceptional circumstances and require formal approval from the Head of Department, or their delegate, e.g. the PGR Lead or appropriate departmental committee. Faculties will also have oversight of applications for monitoring purposes. Active/core research refers to any research activities outside of the writing and final preparation of the thesis - this will differ by discipline but can include lab work, experiments, fieldwork, archival research, primary data collection and analysis etc.

Requests will be considered against criteria such as the following (this is not an exhaustive list):

* Extending the core/active period of research will not interfere with the student’s ability to submit within their current time limit, i.e. without requiring a time limit extension and there is sufficient evidence of progress towards writing the thesis to support this assessment.
* Not granting the student continued access to undertake active/core research will compromise their ability to submit a thesis that meets doctoral standards, bearing in mind the onus on quality, not quantity. (See QAA guidance: <https://www.qaa.ac.uk/docs/qaa/guidance/advice-on-doctoral-standards-for-research-students-and-supervisors.pdf>)
* If the student is coming to the imminent end of a programme of experimental work and needs more time to complete.
* If the extra access is needed due to facilities being closed for reasons outside the student’s control, e.g. during the covid-19 pandemic.

The following are examples of reasons that would not normally be considered good reasons to extend access:

* Where the delays are due to students undertaking activities that are not directly related to the completion of their thesis.
* To enable the student to undertake non-research activities such as teaching or conference attendance.
* Where delays were encountered earlier in the research which should have resulted in an LOA, but one was not taken. It is acknowledged, however, that visa-sponsored students face restrictions on the amount of LOA that they can take without their visa being curtailed, and that this can sometimes prohibit them from applying for lengthy periods of LOA for practical or financial reasons.
* To start a new programme of experimental work.

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| **REQUEST FOR PERMISSION TO UNDERTAKE ACTIVE/CORE RESEARCH - TO BE COMPLETED BY THE STUDENT** |
| Surname |  | First Name |  |
| Registration Number |  | Department/Programme |  |
| Current end of fee-paying period: |  | Current time limit: |  |
| 1. Why has the active/core research not been completed within your tuition fee-paying period? |
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| 2. Describe what additional research needs to be undertaken and what facilities are required. |
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| 3. Why is this additional research required? What will be the consequences if access is not granted? |
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| 4. How much time is required for the additional research to be undertaken?  |
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| 5. Using the template below, please provide a detailed work plan for completing your research within the requested period, and submission of your thesis as soon as possible thereafter, and no later than your time limit. |
| Activities | Jan | Feb | Mar  | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| *e.g. completion of experiments* |  |  |  |  |  |  |  |  |  |  |  |  |
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| Student signature:  | Date: |

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| **SUPERVISOR STATEMENT – TO BE COMPLETED BY THE PRIMARY SUPERVISOR** |
| Do you support the student’s request for continued access to active/core research during the submission pending period? | [ ]  Yes  | [ ]  No |
| Please explain the reasons for your response, including what mitigating action you have taken to date to avoid this:  |
| Supervisor’s name: | Signature: | Date: |

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| **HEAD OF DEPARTMENT/DELEGATE’S DECISION** |
| Does the department have the resources available to support the student’s continued access to active/core research, in terms of space, facilities and staff time? | [ ]  Yes | [ ]  No |
| Does the department have the capacity to allow continued access without adversely affecting students still within their tuition fee-paying period? | [ ]  Yes | [ ]  No |
| Do you approve the student’s request for continued access to active/core research during the submission pending period? | [ ]  Yes | [ ]  No |
| Additional comments (optional):  |
| HoD/delegate’s 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 within the submission pending period.**

**The signatories acknowledge that the reasons provided above would not normally be accepted as reasons for continuing core and/or active research in the submission pending period.**

**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.**