 Early Submission of Thesis Request Form Postgraduate Researchers

**Registry, Academic Services**

Before completing this form you should consult the [guidance notes](https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/rsa/earlysubmission.aspx) and discuss the matter with your supervisor.

The Research Student Administration team will process your request and advise you of the outcome by email.

| Part A: To be completed by the PGR | | | |
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| Surname (Family Name): Patel | | | |
| Forename(s): Amit | | Title: Mr | Student ID Number: 2227725 |
| School/Department: College of Medical and Dental Sciences | | | |
| Degree: PhD | | Date of entry into this programme of study:  01/09/2020 | |
| Email Address you wish the outcome of your request to be sent to: a.patel.13@bham.ac.uk | | | |
| Name (s) of Supervisor (s): Prof. Lucinda Billingham, Dr Kristian Brock | | | |
| Do you hold a Research Council award? No  If yes, please select the Research Council from the dropdown list: Choose an item.  You must contact your University Grant Administrator for the Research Council that sponsors you, for information on the implications of leave of absence on your funding. If you do not know the name of your University Grant Administrator, please email [studentships@contacts.bham.ac.uk](mailto:studentships@contacts.bham.ac.uk).  Please tick to confirm that you are aware of the implications of leave of absence on your Research Council funding: | | | |
| What is your current End of Minimum Period of Registration date (i.e., your earliest date for submission): 01/07/2025 | | What is your current End of Maximum Period of Registration date (i.e., your deadline for submission): 01/09/2025 | |
| On what date do you now wish to submit your thesis? 08/03/2024 | | | |
| Please state your reasons for requesting early submission of your thesis:  I am requesting early submission of my thesis because I have completed all that required research and writing. As a part-time student and member of staff, there was a significant overlap between my job and research, allowing me to finish well ahead of the minimum study period.  Attached are my completed thesis and copies of some of my GRS2 and GRS3 forms, providing evidence of my progress towards early submission. | | | |
| Supporting Evidence:  Please list your supporting evidence below: *Any other relevant supporting evidence or documentation should also be attached. You should be aware that these documents will be made available to the University’s Research Progress & Awards Sub Panel.* | | | |
| Type of evidence | Attached | | |
| Copy of thesis |  | | |
| GRS3 Form 2022 |  | | |
| GRS3 Form 2023 |  | | |
| GRS2 Form October 2023 |  | | |
| GRS2 Form September 2023 |  | | |
| If you are unable to provide supporting evidence, please explain why: | | | |
| Declaration: I understand the implications of reducing the minimum period of registration to my studies.  I confirm that I have keep the University updated with my contact details via [online registration.](https://online-registration.bham.ac.uk)  If your request is approved, your maximum period of registration will also be reduced. | | | |
| Signed: | | | |
| Date: 18/10/2023 | | | |

| Part B: To be completed by the PGR’s Lead Supervisor |
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| Do you support this request? Yes  Please provide your rationale for your response (whether supporting the student’s request or not). Requests will be returned if this information is not included.  Amit was already experienced in undertaking research before he registered for his PhD because he had been working as a Research Fellow for several years and this ensured that he embarked on his PhD research very efficiently. Indeed, he continued working as a Research Fellow whilst undertaking his PhD and the content of his thesis is directly linked to the work he was undertaking in the Cancer Research UK Clinical Trials and this has facilitated the early submission. Amit is a particularly bright student who has picked up concepts quickly and has worked very efficiently to produce his thesis early. I have reviewed his thesis and it is of an appropriate standard for submission and so there is no reason to delay. |
| Is evidence to support this request attached? Yes  If you are supporting the application without evidence, please state the reasons for this below:  Not applicable |
| Signed:  Name (Capitals): LUCINDA BILLINGHAM (PROFESSOR OF BIOSTATISTICS, INSTITUTE OF CANCER AND GENOMIC SCIENCES) |
| Date: 07/12/2023 |

| Part C: To be completed by the Head of School (or School Director of PGR Studies). Where the Head of School (or nominee) is the student’s supervisor, an alternative person of equal standing should complete Part C. |
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| Do you support this request? Choose an item.  Please provide your rationale for your response (whether supporting the student’s request or not). Requests will be returned if this information is not included. |
| Signed:  Name (Capitals): |
| Date: Click or tap to enter a date. |

| Part D: To be completed by the School/College PGR Administrator |
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| Is the PGR funded by a Research Council? Choose an item.  Request checked with Grant Administrator? Choose an item.  Please provide the exact text to be included in the confirmation email to the PGR, outlining the implications of early submission of the PGR’s thesis on the PGR’s Research Council funding:  *(This information will be provided to the PGR by Registry upon approval of their request)*  **Please note that, subject to approval by the University Research Progress and Awards Sub-Panel and the appropriate regulations, the School PGR Administrator will need to instruct Payroll to stop stipend payments.** |
| Signed:  Name (Capitals): |
| Date: Click or tap to enter a date. |

Please email the completed form, together with supporting documents, to the Research Student Administration Team, Registry. [pgrstudentrecords@contacts.bham.ac.uk](mailto:pgrstudentrecords@contacts.bham.ac.uk)