|  |  |
| --- | --- |
| A picture containing text  Description automatically generated | **Submission Review Form**  For guidance see: <https://www.sheffield.ac.uk/rpi/pgr/manage/submission-review> |

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 (TFPP)**. 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. If the student shares a Learning Support Plan (LSP), this should be read by the reviewer in advance of the meeting.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STUDENT DETAILS - FOR COMPLETION BY THE STUDENT** | | | | | | | | | | | | | | | |
| Surname: |  | | | | | First Name: | | | |  | | | | | |
| Registration Number: |  | | | | | School/ Programme: | | | |  | | | | | |
| Current end of fee-paying period: | | | | | |  | | | | | | | | | |
| If you have a Learning Support Plan, we recommend you share it with the reviewers alongside this form for implementation during the Submission Review process. | | | | | | | | | | | | | | | |
| **REVIEW OF THE STUDENT’S PROGRESS TOWARDS THESIS SUBMISSION – FOR COMPLETION BY THE STUDENT IN ADVANCE OF THE MEETING**  **Please provide a detailed narrative below and present answers to 2) and 3) in the table** | | | | | | | | | | | | | | | |
| 1) How much and which parts of the thesis have been completed and has supervisor feedback been provided? | | | | | | | | | | | | | | | |
| 2) What tasks are outstanding and what is the timeline for completion? | | | | | | | | | | | | | | | |
| 3) Have you undertaken all required training and made progress towards completing your DDP Evidencing Development Summary? What has not been done yet and when will it be done? | | | | | | | | | | | | | | | |
| Please provide a GANTT chart detailing each task/training and activity that will lead to timely submission. Please provide detail where necessary and ensure this is reasonable, feasible and realistic. | | | | | | | | | | | | | | | |
| Activities/Tasks/Training | | Jan | Feb | Mar | Apr | | May | Jun | Jul | | Aug | Sep | Oct | Nov | Dec |
| *e.g. completion of final results chapter* | |  |  |  |  | |  |  |  | |  |  |  |  |  |
|  | |  |  |  |  | |  |  |  | |  |  |  |  |  |
|  | |  |  |  |  | |  |  |  | |  |  |  |  |  |
|  | |  |  |  |  | |  |  |  | |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **REVIEW OF THE STUDENT’S BARRIERS TOWARDS THESIS SUBMISSION WITHIN TFPP – FOR COMPLETION BY THE SUPERVISOR AND/OR INDEPENDENT REVIEWER IN COLLABORATION WITH THE STUDENT** | | | |
| 4a) Is the student on course to complete active/core research by the end of their tuition fee-paying period?  Yes/no  If NO please be aware that **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 (more details below)** | | | |
| 4b) 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 about what is intended and add to GANTT chart above and table below. | | | |
| 5) What issues, challenges and/or barriers were identified at the submission review that need to be addressed for the thesis to be submitted within the tuition-fee paying period and how will these be addressed? Please complete the table below to explain identified issues and barriers to completion and, for each of these, describe what actions are being put in place to address them. If you are aware that the student has a LSP in place, please consider the recommendations and their implementation in completing this table. | | | |
| **Issue identified** (Please add rows as needed) | | **Measures put in place / action taken** | |
|  | |  | |
|  | |  | |
|  | |  | |
| 6) If submission within TFFP is deemed to be no longer achievable, please explain why you believe this to be the case. Please also provide a summary of previous attempts to address barriers to progression and indicate if formal progression concern mechanisms have been used. | | | |
| 7) Is there any support that the student requires and that the School or Faculty can help with? | | | |
| Reviewer(s) name (add rows as needed to include all reviewers): | Signature: | | Date: |
| PGR Student’s name: | Signature: | | Date: |

|  |  |
| --- | --- |
| **SCHOOL PGR LEAD’S COMMENTS** | |
| a) I confirm that the School supports any actions listed above put in place to address barriers to submission  b) [If relevant] I confirm the reasons given for submission within the TFFP no longer being achievable and the summary of previous actions taken to address progression concerns.  Please provide any further comments here: | |
| PGR Lead Name and Signature: | Date: |

**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 School, or their delegate, e.g. the PGR Lead or appropriate school 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.**