

COVID-19 Completion Extensions for PGR Students

1. Introduction

- 1.1. This document outlines exceptional adjustments to the policies relating to the registration periods of Postgraduate Research students enrolled on MPhil/PhD programmes (hereafter PGR students) introduced by the Graduate School to mitigate for the effects of the COVID-19 crisis.
- 1.2. The purpose of these exceptional adjustments is to ensure that PGR students are not disadvantaged because of circumstances beyond their control during, or as a result of, the COVID-19 pandemic and its associated disruptions.
- 1.3. This supplementary document sets out amendments to regulations contained in [The Code of Practice for Postgraduate Research and Training](#), which is revised annually to take effect at the start of each academic year.
- 1.4. The broad amendments outlined in this document originally took effect from 01 April 2021 and have been updated from 01 July 2022. Where an amendment is in effect for a limited time period, this is specifically stated.
- 1.5. Specific policies being amended are highlighted in grey text boxes throughout this document.
- 1.6. All amendments to existing policies have been made with due regard to principles of equality, diversity and inclusion.

2. Completion periods

- 3.1 [The Code of Practice for Postgraduate Research and Training](#) outlines the maximum registration periods for the submission of MPhil and PhD theses as follows:

2.1.7 The registration periods for submission of MPhil theses are as follows:

Mode of Registration	Minimum period	Maximum period
Full-time MPhil	24 months	36 months
Part-time MPhil	48 months	72 months

2.1.8 The registration periods for submission of PhD theses are as follows:

Mode of Registration	Minimum period	Maximum period
Full-time PhD	24 months	48 months
Full-time social science or science PhD with integrated research training	48 months	60 months
Part-time PhD	48 months	96 months
Part-time social science or science PhD with integrated research training	96 months	120 months

3.2 [The Code of Practice for Postgraduate Research and Training](#) furthermore outlines completion periods as follows:

2.5.1. Completion status, also referred to as 'Writing Up status', is a reduced fee status available to students who are confirmed to be in the 'writing up' phase of their programme.

2.5.2. FT students are entitled to maximum of 12 months registration in Completion status, while PT students are entitled to a maximum of 24 months of registration in Completion status.

3.3 From 01 April 2021, eligible PGR students are permitted to opt into an extension to their Completion period of 6 months for FT PGR students, and 12 months for PT PGR students.

3.4 Eligible PGR students who opt into an extension to their Completion period are therefore entitled to the following maximum registration periods for the submission of MPhil theses:

Mode of Registration	Maximum period
Full-time MPhil	42 months, including 18 months in Completion status
Part-time MPhil	84 months, including 36 months in Completion status

3.5 Eligible PGR students who opt into an extension to their Completion period are therefore entitled to the following maximum registration periods for the submission of PhD theses:

Mode of Registration	Maximum period
Full-time PhD	54 months, including 18 months in Completion status
Full-time social science or science PhD with integrated research training	66 months, including 18 months in Completion status
Part-time PhD	108 months, including 36 months in Completion status
Part-time social science or science PhD with integrated research training	132 months, including 36 months in Completion status

3.6 In order to be approved for extensions to their Completion periods, MPhil/PhD students must:

- Have started their MPhil/PhD programme prior to 01 March 2021
- Have been approved for Completion status
- Have not yet submitted their thesis for examination

3.7 PGR students in receipt of UKRI funding will not be eligible for this Completion extension if the period will violate their expected Completion date.

3.8 Where a UKRI-funded student has been granted a funding extension, any period of extension to their Completion period will be reduced by the length of their funding extension, such that the overall additional registration time will not exceed 6 months for FT PGR students or 12 months for PT PGR students. UKRI-funded students are encouraged to get in touch with the Graduate School to discuss their eligibility and any other support available to them.

3.9 PGR students enrolled on the PhD by Publication programme are not eligible for Completion status, and therefore not eligible for this scheme.

3.10 PGR students ineligible for extensions to Completion periods are nonetheless able to apply for extensions to their maximum registration periods through the [normal Graduate School process](#).

3.11 From 01 April 2021, the Graduate School will contact Academic Departments on a quarterly basis with information about PGR students eligible to opt into extensions to their Completion periods. Academic Departments will be responsible for confirming whether or not those PGR students wish to opt into the scheme. The

Graduate School will then liaise with Fees and Enrolments and Records accordingly.

- 3.12 In line with the Tuition Fee Policy and Procedures, during Completion periods, PGR students are liable for fees at the Completion rate.
- 3.13 This amendment will remain in force until all eligible students have been offered the chance to opt into an extension to their Completion period.

Document history

Version	Date	Author	Approved
2.0	24 May 2022	Lauren Sperring	Approved
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