# INTENTION TO SUBMIT

FOR ALL POSTGRADUATE RESEARCH STUDENTS

(Liverpool Hope and Partner Institutions)

**GUIDANCE**

* Students who intend to submit a thesis for the degree of MPhil, PhD, or EdD should, in liaison with their Director of Studies, complete this form and submit it electronically to the University Registrar at Liverpool Hope*, via* registrarsoffice@hope.ac.uk. A copy should be emailed to the PGR Administration team (PGR@hope.ac.uk) or Partner Institution. Paper forms will not be accepted.
* The University Registrar at Liverpool Hope must receive the form not less than TWO MONTHS before the thesis is expected to be presented.
* When the University Registrar [or nominee] at Liverpool Hope is satisfied that the completed form satisfies the requirements for transferring the student to the Submission Pending stage:
	+ the student’s registration status will be amended;
	+ PGR Administration team or Partner Institution may begin to arrange the examination, check your contact details are up to date via your SRM;
	+ the student must submit to the their PGR Administration team or Partner Institution, normally by the date shown below, three soft bound copies of the thesis and one locked electronic copy.

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| ***To be completed by the student*** |
| **Name** |  |
| **Student ID Number at Liverpool Hope** |  |
| **Do you have an LSP (or Partner equivalent)? Please read guidance in Code of Practice** | YES | NO |
| **Subject / Partner Institution** |  |
| **Director of Studies** |  |
| **Other Members of the Supervisory Team**  |  |
|  |
| **Date of intended submission** |  |
| ***Title of thesis*** |  |
| ***Signature*** | ***Date*** |
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| ***To be completed by the Director of Studies*** |
| Name | Signature | Date |
|  |  |  |
| I can confirm that the student has successfully completed Part Two of the Research Skills programme (Please tick as appropriate) | Yes | No |