

STUDENT MILESTONE CHECKLIST FOR POSTGRADUATE RESEARCH PROGRAMMES

Further information on individual milestones is available at <http://www2.ljmu.ac.uk/RGSO/58861.htm>

Relevant forms can be downloaded at <http://www2.ljmu.ac.uk/RGSO/62172.htm>

Milestone (<i>Relevant Forms</i>)	MPhil only	MPhil with transfer to PhD	PhD Direct	Responsibility
Enrolment	Day 1			Student Faculty PGR Admissions Tutor Campus Centre Graduate School
Re-enrolment (<i>Student Personal Details</i> – requested via email)	Each anniversary of original enrolment date (e.g. every 12 months)			Student Campus Centre Graduate School
Registration (<i>RD9R</i>)	Full-time: within 3 months of initial enrolment Part-time: within 6 months of initial enrolment			Student Supervisory Team Faculty Research Degrees Committee
Annual Monitoring (<i>RD45</i>)	At the end of each academic year unless due to submit or currently suspended			Student Supervisory Team Faculty Research Degrees Committee
Transfer MPhil to PhD (<i>RD9TA</i>)		FT: 12months PT: 24months		Student Supervisory Team Graduate School Internal reviewer (transfer report and viva)
Approval of Examiners (<i>RD9E</i>)	At least 3 months before thesis is submitted			Supervisory Team Faculty Research Degrees Committee
Thesis submission (<i>RD9sub; RD10Decl</i>)	FT: 12-18months PT: 24–36 months	FT: 33-40months PT: 45-76months	FT: 24-28months PT: 36-64months	Student Supervisory Team Graduate School
Examination	Normally 2-3 months after submission of thesis			Student Supervisory Team Examiners Graduate School
Re-examination (where applicable)	Minor amendments – within 1 month following examination Moderate amendments – within 3 months following examination Revise and resubmit – within 12 months following examination			Student Supervisory Team Examiners Graduate School
Conferment (<i>British Library Doctoral Thesis Agreement Form</i>)	Normally 2-3 weeks following satisfactory completion of any amendments and submission of required documents			Student Graduate School
PGR Exit Survey	http://www.survey.ljmu.ac.uk/pgrex1			Student

Supplementary Information		
Form	Action	Responsibility
RD9S	Changing supervisory team	Student Director of Studies Faculty Research Degrees Committee Graduate School
RD9M	Changing mode of study e.g. FT to PT / PT to FT	Student Director of Studies Faculty Research Degrees Committee Graduate School
RD9Sus / RD9Reac	Suspending / Reactivating Registration	Student Director of Studies Faculty Research Degrees Committee Graduate School
RD9Ext	Extension of Registration <i>Only required if maximum registration periods have been exceeded</i> see http://www2.ljmu.ac.uk/RGSO/100183.htm	Student Supervisory Team Faculty Research Degrees Committee Graduate School
RD9W	Notification of withdrawal from programme of study	Student Director of Studies Faculty Research Degrees Committee Graduate School