**FACULTY OF ARTS & HUMANITIES GRADUATE SCHOOL**

**GENERAL APPROVAL FORM**

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| --- | --- | --- | --- |
| Name |  | ID Number |  |
| University email address |  | Discipline |  |
| Full Time or Part Time |  | PhD start date |  |
| Are you funded? | Yes |  | No |  |

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| **Tick** | **Description** | **Detail** |

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|  | **Change of Status** | **(please provide details overleaf)** |
|  | Change of status to *Full Time*  | Date of Change |  |
|  | Change of status to *Part Time* | Date of Change  |  |
|  |
|  | **Transfer to nominal registration**  | Date of Change |  |
| *Transfer to Nominal Registration: (*[*http://www.calendar.soton.ac.uk/sectionV/code-practice.html*](http://www.calendar.soton.ac.uk/sectionV/code-practice.html)*) An MPhil or PhD research student may be allowed to transfer to nominal registration when the main supervisor can confirm that: the minimum period of candidature has been completed; confirmation/upgrade has taken place (in the case of a PhD student; all research and data collection has been completed, no further supervision is required, the structure of the thesis has been agreed and that the supervisory team has seen a significant part of the thesis in draft form and has provided feedback, a likely completion date has been discussed with the research student, the prescribed programme of taught modules has been successfully completed as required in the Academic Regulations. See Regulations 37-41 of the Regulations for Research Degrees for requirements in relation to nominal registration (*[*http://www.calendar.soton.ac.uk/sectionV/mphil-phd.html*](http://www.calendar.soton.ac.uk/sectionV/mphil-phd.html)*). After six months in nominal registration a fee becomes payable. Time spent in nominal registration will count towards the total period of candidature.* |
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|  | **Thesis written in a language other than English** **(please provide details overleaf)** |
|  |
|  | **Thesis exceeding the prescribed length (please provide details overleaf)** | **What is the new word limit you are requesting?** |  |

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| **Please provide full details supporting your application:** |
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| Student NAME |  |
| Signature |  | Date |  |

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| --- | --- |
| Name of supervisor  |  |
| Signature |  | Date |  |
| Name of Doctoral Programme Director (DPD) |  |
| Signature |  | Date |  |

###### Please ensure your supervisor and DPD have signed above BEFORE you submit your application to the Graduate School Office who will ask the DGS to approve your application (electronic signatures are acceptable but not typed names).

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| --- | --- |
| Name of DGS |  |
| Signature |  | Date |  |