

POLICY ON LATE SUBMISSION OF RESEARCH DEGREE THESES

Version	6.0
Date Approved by Senate / ASQC	First approved: 19.06.2019 (Senate) Current version: 23.05.2024 (minor changes) (ASQC)
Date of Effect	01.08.2024
Document Owner	Education Governance (PGR Quality and Operations)
Contact	pgr@cardiff.ac.uk
Parent Regulation	Research Degree Assessment Regulations
Related Documents	Extenuating Circumstances Policy (Research Students) Interruption of Study Policy (Research Students)

POLICY ON LATE SUBMISSION OF RESEARCH DEGREE THESES

1. As a research student, you are expected to submit your thesis within the regulatory timescale, as specified in the Research Degree Regulations. Your submission deadline may be extended only in accordance with the Extenuating Circumstances Policy (Research Students).
2. If you do not submit your thesis by your specified deadline (including in cases of resubmissions) and if you are not withdrawn from your studies, you may still be permitted to submit your thesis as a Late Submission.
3. If you intend to make a Late Submission, you should request, via your School Director of Postgraduate Research, to delay the closure of your student record for a maximum of 12 months. Your School will instruct Education and Governance to update your student status.
4. If you are permitted to make a Late Submission, your enrolled status will be removed, subject to any appeal process and outcome, as you will be considered to be out of time.
5. Where your enrolled status is removed, you will not be entitled to renew your student ID card, and you will not be entitled to have access to supervision, or to University buildings or events, other than as a member of the public.
6. For this period, you will retain a University email account and log-in, and have access to the Library's e-books and e-journals. This level of user access does not extend to other Library privileges.
7. The decision whether to accept your thesis as a Late Submission will be at the discretion of your Head of School: if you are out of time it is not your right to have a Late Submission accepted. Factors that will be taken into account include the viability of the thesis, the currency of the work it represents, and the availability of staff to assess the thesis and oversee any required corrections after an examination.
8. Your Head of School may accept your thesis as a Late Submission no later than 12 months from your submission/resubmission deadline. If your thesis is accepted, you will be required to pay a Late Submission fee and to re-enrol with the University.
9. The Late Submission fee is equivalent to the submission fee charged to staff candidates and the resubmission fee charged to candidates who are invited to represent their thesis following a first examination, and is published annually.
10. Requests for submission of a thesis more than 12 months after the submission/resubmission deadline, or less than 12 months after the submission/resubmission deadline where the student has been withdrawn from University, will be considered in accordance with the Procedure for the Re-Registration of Former Research Degree Students for Examination.

Appendix: Alignment with the Expectations and Core Practices of the revised UK Quality Code for Higher Education

This policy aligns with the following relevant Expectations and Core Practices of the UK Quality Code for Higher Education:

Expectations for standards	Expectations for quality
	From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.
Core practices for standards	Core practices for quality
	The provider has sufficient and appropriate facilities, learning resources and student support services to deliver a high-quality academic experience.
	Where the provider offers research degrees, it delivers these in appropriate and supportive research environments.
	The provider supports all students to achieve successful academic and professional outcomes.
Common practices for standards	Common practices for quality
The provider reviews its core practices for standards regularly and uses the outcomes to drive improvement and enhancement.	The provider reviews its core practices for quality regularly and uses the outcomes to drive improvement and enhancement.
	The provider engages students individually and collectively in the development, assurance and enhancement of the quality of their educational experience.