

Submitting your thesis early

In some cases you may be able to submit your thesis early, before the end of your standard period of study. The Director of Postgraduate Research Studies (DoPGRS) must submit a recommendation to the Graduate Board's Programmes and Quality Group through the Leeds Trinity University (LTU) Research and Knowledge Exchange Office (RKEO) for a reduction to your period of study.

If you think you will be in a position to submit your thesis early you must first of all discuss this with your supervisor(s).

Early submission of the thesis can only be made where it is supported by your supervisor(s) and your DoPGRS.

The Director of Postgraduate Research Studies can only recommend this if:

- a) the thesis is complete and ready for submission and
- b) has been read by your supervisor in its entirety. Your supervisor must confirm in writing that they have read your thesis and that their view is that it is ready to be examined.

You must, however, take responsibility for the work that you submit. The Graduate Board of the University of Leeds who award LTU Research Degrees is clear that no research degree candidate should think that the award of a degree is guaranteed simply because the supervisor has indicated general approval for the thesis before it is submitted. No reduction of the period of study is permitted for the Masters by Research.

There are limits to the length of the reduction that can be approved. With an approved reduction the earliest dates you can submit your thesis are:

PhD,	at the end of 2 calendar years of full-time study
PhD	at the end of 3 calendar years of part-time study
MPhil full-time	at the end of 1 calendar year of full-time study
MPhil part-time	at the end of 2 calendar years of part-time study

Fee refund

If you are funding your studies yourself, you may be eligible for a partial refund of fees if you finish early subject to completion of a successful examination (not applicable to Mastership by Research students).

No refund will be made unless all academic fees have been paid in full for the year/session in which you are submitting, you are successful in your examination and have appeared on a pass list.

The fee refund applies only to those submitting within the standard period of study (if you have had suspended study you will not normally be considered for a refund).