

RD Form	Accompanying documents	Who signs the form?	Where is the form submitted?	Who approves? (+ who signs)	Note	Who keeps the original?	Who gets a copy?
<b>RD1</b> Application form	these are listed on the application form	applicant	Research Degrees Team in Research Office	n/a	form is sent to relevant school for consideration	Research Degrees Team	
<b>RD2</b> Appointment form		DoS + SS/s	<i>follow school/faculty procedures</i>	2 designated authorities (see note)	return to RD Team: offer letter is then sent to applicant	RD Team	school/faculty administrator
<b>RD4</b> Approval of thesis topic	student's report	student + DoS + SS/s	Secretary to School/Faculty HDC	School/Faculty HDC (Convener)		Secretary to S/F HDC	RD Team <i>(don't include student report)</i>
<b>RD5</b> Target degree report ( <i>transfer review</i> )	student's report	student + DoS + SS/s	Secretary to S/F HDC	School/Faculty HDC (Convener)		Secretary to S/F HDC	RD Team <i>(don't include student report)</i>
<b>RD6</b> Progress report	student's report	student + DoS + SS/s	Secretary to S/F HDC	School/Faculty HDC (Convener)		Secretary to S/F HDC	RD Team <i>(don't include student report)</i>
<b>RD7</b> Suspension of study	stipend stopper if relevant - <i>send to RO a.s.a.p.</i>	student + DoS + SS/s	Secretary to S/F HDC	School/Faculty HDC (Convener)	<b>NB:</b> <i>advise RDT in advance and send copy a.s.a.p.</i>	Secretary to S/F HDC	RD Team
<b>RD8</b> Change of mode of study (full/part time)	stipend stopper if relevant - <i>send to RO a.s.a.p.</i>	student + DoS + SS/s	Secretary to S/F HDC	School/Faculty HDC (Convener)	<b>NB:</b> <i>advise RDT in advance and send copy a.s.a.p.</i>	Secretary to S/F HDC	RD Team
<b>RD9</b> Withdrawal ( <i>initiated by student</i> )	stipend stopper if relevant - <i>send to RO a.s.a.p.</i>	student + DoS* + SS/s* <i>(*if possible)</i>	RD Team in Research Office	n/a	<b>NB:</b> <i>advise RDT in advance and send RD9 a.s.a.p.</i>	RD Team	Secretary to S/F HDC
<b>RD9</b> Withdrawal ( <i>initiated by supervisors</i> )	evidence of attempts to contact student. <i>stipend stopper (as above)</i>	DoS + SS/s + <i>student if possible</i>	Research Office <i>(or Secretary to S/F HDC if no student signature)</i>	<i>if no student signature:</i> Convener of School/Faculty HDC	<b>NB:</b> <i>advise RDT in advance and send RD9 a.s.a.p.</i>	RD Team	Secretary to S/F HDC
<b>RD10</b> Extension to registration	any relevant supporting evidence	student + DoS + SS/s	RD Team in Research Office (for UHDC)	University HDC (Convener)		RD Team	Secretary to S/F HDC

<b>RD11</b> Change of supervisors	CV for any new team member	student + DoS + SS	Secretary to S/F HDC	School/Faculty HDC (Convener)		Secretary to S/F HDC	RD Team
<b>RD12</b> Approval of exam arrangements	brief CV for each proposed member of exam team	DoS + SS	Secretary to S/F HDC	School/Faculty HDC (Convener)	Initial scrutiny at S/FHDC – approval at UHDC	RD Team	Secretary to S/F HDC
<b>RD12 STAGE 2</b>			RD Team in Research Office (for UHDC)	University HDC (Convener)			
<b>RD13</b> Examiner's preliminary report		examiner	examiner submits to RD Team in Research Office	University HDC (Convener)	Tabled at UHDC once exam process complete	RD Team	
<b>RD14</b> Examiners' joint report and recommendation	copy of the list of corrections given to the candidate	all examiners	exam team convener submits to RD Team in Research Office	University HDC (Convener)	Tabled at UHDC once exam process complete	RD Team	
<b>RD15</b> Candidate's declaration form		candidate	candidate submits to RD Team in Research Office	University HDC (Convener)	Tabled at UHDC once exam process complete	RD Team	
<b>RD16</b> Confirmation that corrections are satisfactory		examiner/s as determined on RD14	exam team convener submits to RD Team in Research Office	University HDC (Convener)	Tabled at UHDC once exam process complete	RD Team	
<b>RD17</b> Application for PhD by Published Works	brief paper: rationale for thesis + list of publications	applicant	Secretary to S/F HDC	School/Faculty HDC (Convener )	S/FHDC gives initial approval & appoints DoS	RD Team	Secretary to S/F HDC
<b>RD17 STAGE 2</b>		DoS + 2 designated authorities	RD Team in Research Office (for UHDC)	University HDC (Convener)			