

**PGR Form Approval by Panel or CRDB**

<b>Form Title</b>	<b>Approval by School Panel</b>	<b>Approval by CRDB</b>	<b>Comments</b>
PGR Confirmation of Study	Yes  If panel can't approved form or action plan required CRDB must make decision	Yes  Signing only unless referred to CRDB by School Panel	After CRDB signing Approved form to be sent to Student Administration
PGR Annual Monitoring Record	Yes  If panel can't approved form or action plan required CRDB must make decision	Yes	After CRDB approval, form to be sent to Student Administration
PGR Request to transfer	Transfer Panel make recommendation	Yes	After CRDB approval, form to be sent to Student Administration
PGR Examiners and Viva Chair Form	Yes	Yes	Approved form sent to External Examiners Committee
PGR Extension to Period of Maximum Registration	School Panel make recommendation	Yes	CRDB to be provided with full explanation as to why extension required Approved form to be sent to Student Administration
PGR Confirmation of Award	No	Yes	After CRDB signing Approved form to be sent to Student Administration
PGR Change in Supervisory Team	Yes	No	After Head of School signature, approved form to be sent to Student Administration

PGR Examiners Initial Report on Thesis	Noting only unless examiner expresses concerns about thesis	No unless examiner expresses concerns about thesis	Form to be sent to Student Administration
PGR Examiners and Chairs Report on Thesis and Viva – First Submission	No	Yes	After CRDB signing Approved form to be sent to Student Administration
PGR Examiners and Chairs Report on Thesis and Viva – Re-examination	No	Yes	After CRDB signing Approved form to be sent to Student Administration
PGR Examiners Approval of Thesis Amendments	No	Yes	After CRDB signing Approved form to be sent to Student Administration

PGR Thesis Submission form	No	No	Form to be sent to Student Administration and a copy retained in student file by PGR administrator
PGR Application for Thesis Pending	No	No	After Director of Studies signature. Approved form to be sent to Student Administration