

## FACULTY OF ENVIRONMENT, SOCIETY AND DESIGN

### Postgraduate Student Forms

<b>Starting your research</b>	
"The Basics" Administration Information	
House Rules	<a href="#">PhD House Rules</a> <a href="#">Masters House Rules</a>
Mutual Expectations Agreement form To record agreed mutual expectations of student and supervisor(s). This should be completed within one month enrolment.	<a href="#">MEA</a>
Research Proposal template For PhD students this should be completed within 3 months of enrolment	<a href="#">Proposal Template</a>
HEC Application Details of contacts, guidelines, forms and submission process	<a href="#">HEC</a>
<b>Reporting your progress</b>	
6 Month Report progress review form	<a href="#">PhD 6-M Report</a> <a href="#">Masters 6-M Report</a>
12 Month Progress Review Meeting form For PhD students only, the PRM is to review first year's progress	<a href="#">Progress Report Template</a>
<b>Writing your thesis/dissertation</b>	
Academic Writing Help The Academic and Career Skills team in LTL can assist with managing the research process and writing a thesis.	<a href="#">Academic Writing Help</a>
Thesis or dissertation formatting advice	<a href="#">Formatting</a>
<b>Submitting your thesis/dissertation for examination</b>	
Declaration form for submission for examination Declaration to accompany your submitted thesis.	<a href="#">Declaration</a>
Printing of Thesis for submission for examination Printing your thesis copies with research funds	<a href="#">Instructions</a>
<b>Depositing your thesis/dissertation in the Library</b>	
Use of Thesis from for final deposit in Library Research Archive	
Final Thesis Deposit	<a href="#">Deposit</a>

Instructions from the Library Web Postgraduate Services on how to deposit your thesis into the Research Archive	
<b>Your research is taking too long</b>	
Suspension form	<a href="#">Suspension</a>
Extension form	<a href="#">Extension Form</a>
Withdrawal form	<a href="#">Withdrawal</a>
<b>Funding your research</b>	
Reimbursing Claim form	<a href="#">Reimbursement Claim Form</a>
Advance Expenses form	<a href="#">Advance Expense Form</a>
Conference Application form	<a href="#">Conference Leave Application Form</a>
International Travel Plan	<a href="#">International Travel Plan</a>