
Quick guide

Doctoral Thesis Submission CoC

When and why?

You must submit an accurate and timely notification when a student has changed their thesis submission date. You must submit all CoCs via the Student Information Service (SIS).

This guidance will show you how to submit a Thesis Submission CoC, as well as explain how a change to a thesis submission date may alter the student's funding.

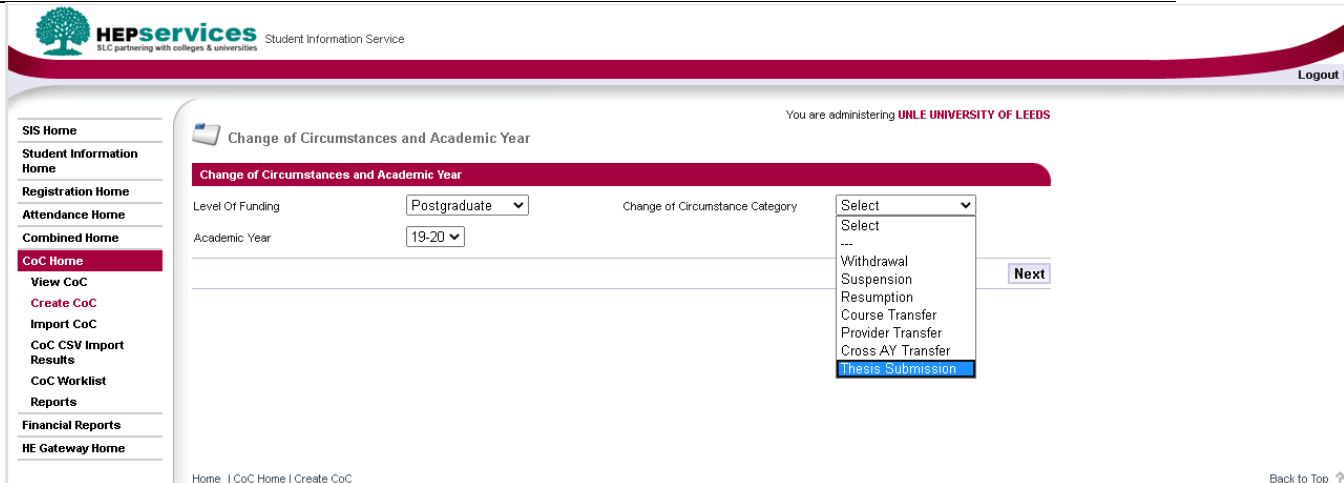
Access

You must have CoC Administrator access to SIS to create CoCs. If you need this to be added to your account, contact the User Administrator at your organisation.

Create a Thesis Submission CoC

You can create a CoC manually from the Create CoC screen.

1. Select **CoC Home** from the left-side menu on the SIS Home page.
2. The **CoC Home** menu will appear. It will show all the CoC subareas that you can see with your access level.
3. Select **Create CoC**. Select **Postgraduate** from the **Level of Funding** dropdown.
4. Select **Thesis Submission** from the **Change of Circumstance** dropdown.



HEPservices Student Information Service

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Change of Circumstances and Academic Year

Change of Circumstances and Academic Year

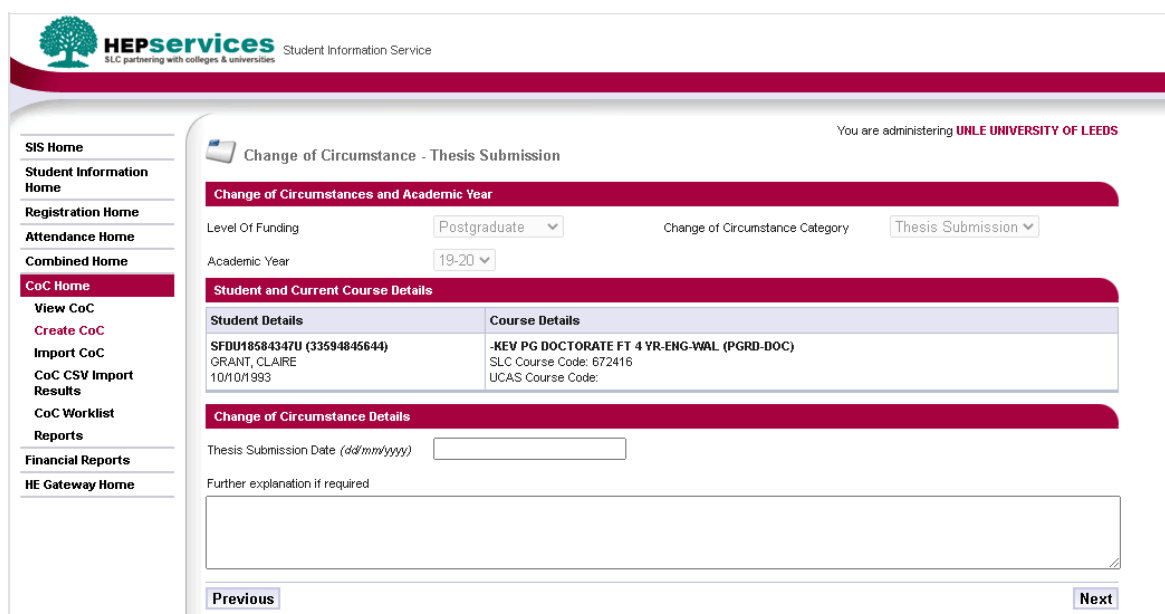
Level Of Funding: Change of Circumstance Category:

Academic Year:

Home | CoC Home | Create CoC

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5. From the **Academic Year** dropdown, select the year in which this thesis submission is effective. This CoC is only available from the 2019/20 academic year onward.
6. Select **Next**.
7. The system will now prompt you to enter the details of the student that this CoC applies to. You can use the **SSN** (student support number) to find the student's details. Enter the SSN into the search box and select the find icon beside the box, then select **Next**.
8. The **Change of Circumstance Details** screen will appear. Here, you can enter the specific details of the change.



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Change of Circumstance - Thesis Submission

Change of Circumstances and Academic Year

Level Of Funding: Change of Circumstance Category:

Academic Year:

Student and Current Course Details

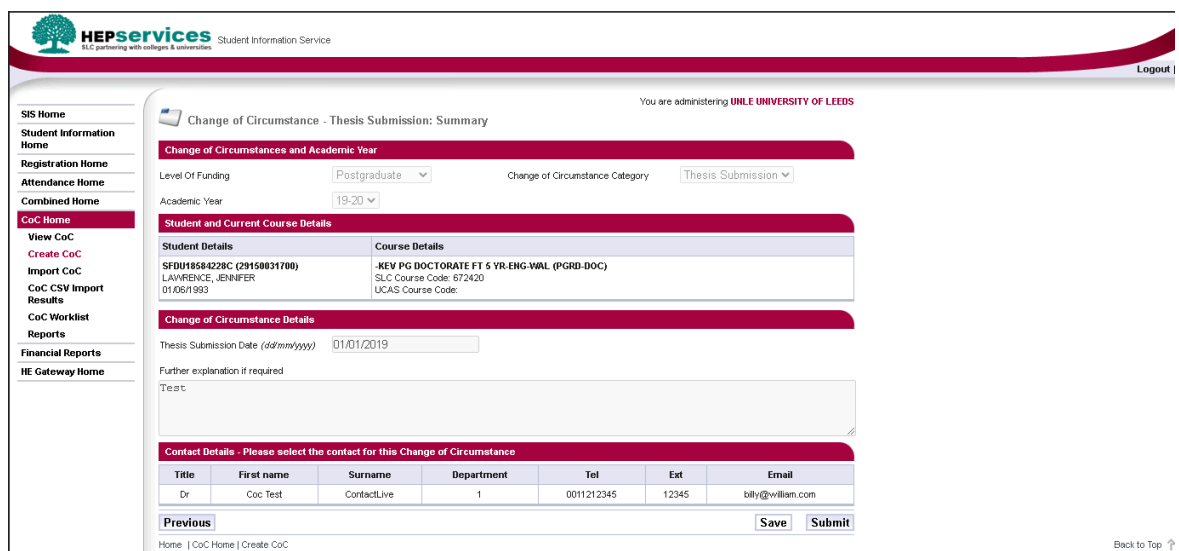
Student Details	Course Details
SFDU18584347U (33594845644) GRANT, CLAIRE 10/10/1993	-KEV PG DOCTORATE FT 4 YR-ENG-WAL (PGRD-DOC) SLC Course Code: 672416 UCAS Course Code:

Change of Circumstance Details

Thesis Submission Date (dd/mm/yyyy)

Further explanation if required

9. The system will display the student's details and the course details.
10. Enter the **Thesis submission date**. This is the date you are going to change the student's thesis submission to.
 - If you submit a date that is not eligible for the thesis submission to be changed to, you will see an error message when you select **Next**.
 - The system will not allow you to enter a thesis submission date that is after the course end date. If you need to change a thesis submission date to one that will fall after the course end date you will need to submit a transfer CoC to move the student onto a course that finishes later instead.
11. You can add any notes you believe are needed in the **Further explanation if required** field.
12. Select **Next**.
13. The system will ask you to select which user at your organisation is submitting this CoC. Use the radio buttons to select the user.
14. Select **Next**.



The screenshot shows the 'Change of Circumstance - Thesis Submission: Summary' page in the HEPservices system. The page is titled 'Change of Circumstances and Academic Year' and includes the following sections:

- Change of Circumstances and Academic Year:** Level Of Funding (Postgraduate), Change of Circumstance Category (Thesis Submission), Academic Year (19-20).
- Student and Current Course Details:**

Student Details	Course Details
SFDU1858-4228C (29150031700)	KEV PG DOCTORATE FT 5 YR-ENG-WAL (PGRD-DOC)
LAWRENCE, JENNIFER	SLC Course Code: S72420
01/08/1993	UCAS Course Code:
- Change of Circumstance Details:** Thesis Submission Date (dd/mm/yyyy) 01/01/2019. Further explanation if required: Text area.
- Contact Details - Please select the contact for this Change of Circumstance:**

Title	First name	Surname	Department	Tel	Ext	Email
Dr	Coc Test	ContactLive	1	0011212345	12345	billy@william.com

Buttons: Previous, Save, Submit. Footer: Home | CoC Home | Create CoC. Back to Top ↑

15. The last screen will give you an overview of the information that you have entered.
16. Make sure the information is correct and select **Submit**.

Thesis submission date under 3 years or over 8

When you change a student's thesis submission date (TSD), it is important that you talk to them about the implications this can have on their funding. A change to the end date can change the amount a student receives in each payment instalment. After the CoC is processed our system will recalculate the amount paid out to the student by equally distributing the leftover payment across each of the remaining payment dates.

This means that if you move the TSD out the student could receive a smaller amount in each payment, since they will be paid across a longer period. The opposite is true if you move the TSD in.

To be eligible for doctoral funding a student must be studying a course that is between 3 and 8 academic years in length. A change to their TSD can affect this eligibility.

If a student has agreed to change the TSD so that the course duration is less than 3 academic years in total, we ask you to include the decision date in the **Further explanation if required** field. This is the date when you and the student decided that they are going to submit a thesis in less than 3 years. This will be the date when funding should stop. Any funding paid to the student after this point will be an overpayment.

If a student is on an 8-year course and wants more time to submit their thesis, you can change their TSD to the course end date. However, you cannot extend it past this date. You cannot enter a date later than the course end date and you cannot transfer them to another course as our system will not allow you to create a doctoral course that is longer than 8 academic years.

Thesis submission after course end date

If a student intends to submit their thesis after their course end date, you will need to transfer them to a longer course. The course you are transferring them to must begin in the same academic year that their current course begins in.

The below is an example of the process you should follow.

A student is on a 4-year course beginning in September of AY 2020/21. Their thesis is due on 31 April 2024. They subsequently want to submit the thesis on 1 May 2025 which is after their course end date.

You will need to transfer the student onto a course that started in September of AY 2020/21 but has an end date after 1 May 2025.

You may need to create a new course to transfer the student onto. To find out how to do this, see our Courses Management Service guidance on the [HEP Services website](#).