



The Life Cycle of a PhD Student

Timeline of Core RDCom Milestones

1

Stage 1

RDCom 2

Project Confirmation Form – submitted to your School.

Around 3–6 months after registration.

2

Stage 2

RDCom 3

Upgrade to Doctoral Status – review progress and formally upgrade.

Typically 9–12 months into the programme.

3

Stage 3

RDCom 10

Thesis Submission Form – includes similarity report and portfolio.



Optional / As-Needed Processes

These forms are only submitted if specific circumstances apply.

Form	Description	Responsibility
RDCom 4	Change of Mode of Study – full-time to part-time or vice versa	Supervisor(s) & School PGR Committee
RDCom 5	Interruption Request – pause studies	Student request → approved by Supervisor
RDCom 6	Extension to Registration – extend your programme	Graduate School authorises
RDCom 7	Change of Supervisory Team – official record	Initiated by student & Supervisory Team signs off
RDCom 8	Withdrawal Form – formally withdraw from programme	Initiated by student & Supervisory Team signs off
RDCom 9 or 11	Writing-Up Form (RDCom 9), or Completion Review (RDCom 11) Formally submit request when not submitting on time.	Student initiates → Supervisor signs off