**Recommendation for Confirmation of Enrolment**

Decisions on confirmation of PhD enrolment must be made within two years (if full-time) or within four years (if part-time) of the start of the student’s enrolment. Decisions on confirmation of EngD enrolment must be made within three years of the start of the student’s enrolment.

**Part A – To be completed by the student** Please print in block capitals or type

**Surname First name**

**Student number Department**

**Programme of Study**

MM

DD

YY

**Date enrolment began / / Current year of study**

**Current mode of**

**FT PT** (delete as appropriate)

**Attendance**

**Source of funding** (if in

receipt of studentship/

scholarship/student loan)

YY

MM

DD

**Date of confirmation / /**

**TAP meeting**

**Proposed title of**

**thesis or branch of**

**study**

DD

YY

MM

**Expected date of / /**

**submission**

**Part B – To be completed by the Thesis Advisory Panel**

**Supervisor name**

(please print)

 DD / MM / YY

**Signed Date**

I can confirm that the student has successfully completed the on-line Research Integrity Tutorial

I can confirm that the TAP meeting form on SkillsForge has been completed and submitted

**Other members of Thesis Advisory Panel**

**Name**

(please print)

 DD / MM / YY

YY

**Signed Date**

**Name**

(please print)

 DD / MM / YY

YY

**Signed Date**

**Name**

(please print)

 DD / MM / YY

YY

**Signed Date**

**Part C – To be completed by the Graduate School Board** (or Chair of Board of Studies if the Graduate Chair is part of the TAP)

**Chair name**

(please print)

 **YES / NO**  (delete as appropriate)

YY

**Confirm**

**enrolment?**

**If no, why?**

 DD / MM / YY

**Signed Date**

**Next steps:**

* **A record of the TAP meeting where Confirmation of Enrolment was agreed must have been completed and submitted on SkillsForge** [**https://www.skillsforge.york.ac.uk**](https://www.skillsforge.york.ac.uk)
* **Please also ensure that the student’s timetable to completion is either uploaded to SkillsForge or to the student’s e:vision record.**
* **This Confirmation of Enrolment form should also be uploaded to the student’s e:vision record.**

**Once the above steps have been taken, please alert Research Student Administration that the documentation for approving the student’s Confirmation of Enrolment is ready for viewing online by emailing** **research-student-admin@york.ac.uk**