

PhD Academy

## Maximum period of registration

Request for extension to the thesis submission deadline for MPhil/PhD students

##### Maximum period of registration

Please return the completed form to the PhD Academy

* Students have a maximum registration period **of four years full-time and eight years part-time**.
* Extension beyond any maximum period will only be allowed in **exceptional circumstances** by permission of the Research Degrees Subcommittee Chair. Normally **only one** period of extension will be granted and requests should usually be made by the end of the penultimate year of registration. **If you are seeking an extension less than one month before your current end date please speak with the PhD Academy for advice before completing this form.**
* If you have a **financial award (e.g., ESRC, AHRC)** you should speak with the Financial Support Office rather than complete this form.
* If you have a **Tier 4 student visa,** and if your request is granted you will need to extend your visa to the new programme end date. If this applies, the PhD Academy will confirm this with you when it confirms the decision.
* If your research requires **Academic Technology Approval Scheme (ATAS)** clearance, and your request is granted, you will need to apply for new clearance within 28 days of the decision being taken. If this applies to you, the PhD Academy will confirm this with you and what you need to do to make an application.
* Students who first registered from 2013/4 will be charged full fees for any period of extension granted. Advice on this is available from the PhD Academy team.

►

Surname Student Number

First name(s)

#### Programme

Please indicate the dates of any **interruption** already taken

Do you hold a student visa? Have you received ESRC funding? ****

**yes/no**

**Please confirm the precise date you wish to submit your thesis:**

**dd/mm/yy**

**NEW DEADLINE**

**STATEMENT IN SUPPORT OF YOUR REQUEST**

**YOU MUST ATTACH A COMPLETION TIMETABLE TO THIS FORM: the timetable should outline what work has been completed on your thesis and what work remains to be completed and by when**



**If your supervisor wishes to make any additional comments in support of your request, they should do so here:**

**Student’s** signature Date

**Supervisor’s** signature Date

**Student’s** signature

**Doctoral Programme Director’s** signature Date

**For office use only:**

Chair of RDSC signature Date

**Date received:**

**Date sent to RDSC Chair:**

**Email confirmation to student/department:**

**Visa check completed:**

**SITS amended:**

**Fee liability (if applicable) amended:**

**FOR OFFICE USE ONLY:**

**Chair of Research Degrees Subcommittee’s signature** Date

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