Application for an extension to the thesis submission deadline

Postgraduate Researchers

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| PART A: To be completed by the PGR (insert your ID No. and name on each page of this form) | | | | | | | | | |
| Surname (Family Name): | | | | | | | | | |
| Forename(s): | | | | Title (e.g. Dr, Mr, Ms, Mx, etc): | | | | Student ID Number: | |
| School/Department: | | | | | | | | | |
| Degree: Choose an item. | | | | | | Mode of study: Choose an item. | | | |
| Email Address you wish the outcome of your request to be sent to: | | | | | | | | | |
| Names of Supervisors: | | | | | | | | | |
| Do you hold a Research Council award? Choose an item.  If yes, please select the Research Council from the dropdown list: Choose an item.  You must contact your University Grant Administrator for the Research Council that sponsors you, for information on the implications of an extension on your funding. If you do not know the name of your University Grant Administrator, please email [studentships@contacts.bham.ac.uk](mailto:studentships@contacts.bham.ac.uk).  Please tick to confirm that you are aware of the implications of extension on your Research Council funding | | | | | | | | | |
| 1. Extension dates that you are requesting?   From (current submission deadline): Click or tap to enter a date.  To (requested submission deadline): Click or tap to enter a date. | | | | | | | | | |
| 1. Are you applying for an extension to your deadline for: Choose an item. | | | | | | | | | |
| 1. Reason(s) for requesting an extension: Choose an item. | | | | | | | | | |
| 1. Please explain why you are unable to complete your thesis by your current submission deadline: | | | | | | | | | |
| 1. Supporting Evidence (e.g. Medical note, Bank statement etc)   Please list your supporting evidence below: | | | | | | | | | |
| Type of evidence | | | Period of cover | | | | | | Attached |
|  | | | From: Click or tap to enter a date To: Click or tap to enter a date | | | | | |  |
|  | | | From: Click or tap to enter a date To: Click or tap to enter a date | | | | | |  |
|  | | | From: Click or tap to enter a date To: Click or tap to enter a date | | | | | |  |
| You should be aware that these documents may be made available to the University’s Research Progress & Awards Sub Panel.  If you are unable to provide supporting evidence, please explain why: | | | | | | | | | |
| 1. Please provide details of chapters completed so far: | | | | | | | | | |
| 1. Have you previously been granted an extension? Choose an item.   If yes, please provide details below: | | | | | | | | | |
| From | To | | | | | | Reason | | |
| Click to enter a date | Click to enter a date | | | | | | Choose an item | | |
| Click to enter a date | Click to enter a date | | | | | | Choose an item | | |
| Click to enter a date | Click to enter a date | | | | | | Choose an item | | |
| 1. Please provide a detailed Work Plan outlining details of chapters still to be completed, brief details on the work to be completed for each chapter and a timeline for completion of each chapter.   This should not include time for submission and examination of your thesis.   Requests will not be considered without a Work Plan. | | | | | | | | | |
| Date from | | Date to | | Work plan activity | | | | | |
| Click to enter a date. | | Click to enter a date. | |  | | | | | |
| Click to enter a date. | | Click to enter a date. | |  | | | | | |
| Click to enter a date. | | Click to enter a date. | |  | | | | | |
| Click to enter a date. | | Click to enter a date. | |  | | | | | |
| 1. International postgraduate researchers    1. Do you currently hold a UK Visa? Choose an item.    2. If yes, please indicate the type of visa you hold: Choose an item.    3. Visa Expiry Date: Click or tap to enter a date.    4. Do you currently hold Indefinite Leave of Remain or Refugee status? Choose an item.    5. Are you currently in the UK? Choose an item.   Please attach a photocopy of your current passport photo page and both sides of your biometric residence permit (BRP). Your extension request will not be processed unless these supporting documents are submitted.  Passport copy attached  Visa/biometric residence permit copy attached | | | | | | | | | |
| 1. Declaration   I confirm that I will keep the University updated with my contact details via [registration.ac.uk](http://www.my.bham.ac.uk). | | | | | | | | | |
| Signed: | | | | | Date: | | | | |

Please forward to your supervisor for completion of PART B.

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| PART B: To be completed by the Student’s Lead Supervisor | | |
| Do you support this request? Choose an item.  Please provide your rationale for your response (whether supporting the student’s request or not). Requests will be returned if this information is not included. | | |
| Is evidence to support this request attached? Choose an item.  If you are supporting the application without evidence, please state the reasons for this below: | | |
| Please comment on the Work Plan, i.e. whether you feel completion of the thesis is achievable within the time requested. Where you consider that the timeframe requested has been over or under estimated, please provide a revised date and indicate your reasons for this: | | |
| For PGRs holding a Tier 4 visa, attendance records **must** be checked and the attendance reports attached to this form. You can obtain these from the PGR Administrator within your School.  Requests from Tier 4 PGRs will not be considered without this information  Attendance records attached?  Please comment on any instances where the extension dates conflict with the attendance records and attach relevant GRS2 forms: | | |
| Signed: | Name: | Date: |

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| PART C: To be completed by the Head of School (or School Director of PGR Studies). Where the Head of School (or nominee) is the student’s supervisor, an alternative person of equal standing should complete Part C. | | |
| Do you support this request? Choose an item.  Please provide your rationale for your response (whether supporting the student’s request or not). Requests will be returned if this information is not included. | | |
| Signed: | Name: | Date: |

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| PART D: To be completed by the School/College PGR Administrator | | |
| Is the PGR funded by a Research Council? Choose an item.  Request checked with Grant Administrator? Choose an item.  Please provide the exact text to be included in the confirmation email to the PGR, outlining the implications of an extension on the PGR’s Research Council funding: *(This information will be provided to the PGR by Registry upon approval of their request)*  Please note that, subject to approval of the extension, the School PGR Administrator may need to instruct Payroll to stop stipend payments. | | |
| Signed: | Name: | Date: |

Please email the completed form, together with supporting documents, to [PGRLETForms@contacts.bham.ac.uk](mailto:PGRLETForms@contacts.bham.ac.uk)

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| PART E: To be completed by the International Student Team (IST) | | |
| IST to assess from a compliance/immigration perspective.  Should Immigration Sponsorship be withdrawn? Choose an item.  Comments: | | |
| Signed: | Name: | Date: |

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| PART F: To be completed by the University’s Research Progress & Awards Sub Panel | | |
| On behalf of the University’s Research Progress & Awards Sub Panel,  I approve the request  I do not approve the request  Please provide the rationale for your decision: | | |
| Signed: | Name: | Date: |