**PGR STUDENT: EXTENSION REQUEST FORM**

PLEASE ENSURE THAT ALL PARTS OF THE FORM ARE COMPLETED TO AVOID DELAYS IN PROCESSING THE APPLICATION.

Further detail on eligibility and the implications of applying for an extension are available online: <http://www.keele.ac.uk/research/currentpgrstudents/>.

**To be completed by the student:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section A: Student Details** | | | | |
| Name of student: |  | Student No. | |  |
| Research Home: | FMHS / HUMSS / NATSCI | | | |
| Lead supervisor: |  | | | |
| Degree registered for: |  | MoA: | FT / PT | |
| Start date: |  | End date: |  | |
| Disability and Dyslexia: | Do you have a Learning Support Plan in place? | YES / NO | | |
| If so, do you require any reasonable adjustments to be implemented during your studies as a result of a disability or dyslexia? | YES / NO | | |

|  |  |  |
| --- | --- | --- |
| **Section B: External Implications** | | |
| What is your source of financial support for your registration period? |  | |
| You must inform your financial sponsor of this request to extend your registration period. Has the sponsor been informed?  *(Please comment on any known or potential sponsorship implications, where relevant)* | YES / NO |  |
| Are you a non-UK/EU/EEA citizen and require a Tier 4 Visa to be a PGR student at Keele?  *(If yes, please comment on any known or potential visa implications, where relevant, and seek advice from the Visa Compliance Team: visa@keele.ac.uk)* | YES / NO |  |

**To be completed by the student:**

**To be completed by the student:**

|  |  |  |
| --- | --- | --- |
| **Section C: Request Details** | | |
| Please select the reason for your extension request: | Extend the thesis submission deadline  **OR**  Extend the deadline for re-submission | |
| Is this your first request for an extension: | YES / NO | If no, please specify the duration of extension previously approved: |

|  |  |
| --- | --- |
| Original deadline: |  |
| Length of extension requested: | 3 months  6 months  9 month  Or 12 months |
| Revised deadline: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Please describe the current status of your thesis:  Please explain the reasons why an extension to your deadline is necessary:  Please detail the work to be completed during the extension period (inclusion of a timeline or Gantt chart is strongly recommended):  *The case given must be detailed enough for the University to determine whether the request is reasonable and whether submission can be achieved within the timescales requested. Students may also wish to attach supplementary evidence, which will be treated in confidence.* | | | |
| Student’s Signature: |  | Date: |  |

**To be completed by the Lead Supervisor:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section D: Lead Supervisor’s Report** | | | |
| Do you support the student’s application for the extension proposed within this application? | | | YES / NO |
| If the student has a disability or dyslexia, have reasonable adjustments been implemented? | | | YES / NO |
| Please comment on why the student’s application is supported or not supported *(Attach additional information if necessary - please note that information supplied can be released to student)*: | | | |
| Supervisor’s Signature: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section E: Faculty Postgraduate Research Committee Approval** | | | |
| The Faculty Postgraduate Committee recommends that the student’s request for an extension be:  Approved  *(The student’s future support needs (supervision requirements, access to resources etc.) must be fully explained in the comments section below)*  **OR**  Not approved  *(The reason for not supporting the request must be fully explained in the comments section below)* | | | |
| Comments: | | | |
| PGR Director’s Signature: |  | Date: |  |
| Print Name: |  | | |

The fully completed form should be submitted to the PGR Administrator of the Faculty Research Office. It will then be referred to the Research Degrees Committee ([exams.pgr@keele.ac.uk](mailto:exams.pgr@keele.ac.uk)%20for)) for approval.