

## Extension (Non- Covid-19) guidance

*Please note that this process is not used for the scheme for COVID-19 funded extension applications. The process, including terms and conditions, for these applications has been communicated separately and can be found [here](#)*

Please read the general guidance on the Change of Circumstances page before continuing. The Extension Form can be found at the link at the bottom of the page, but you are strongly advised to read the guidance first.

If you want to apply for a programme extension you will need to apply through the online portal (link at bottom of page). 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 have a **student visa** your eligibility for continued sponsorship will be considered by the PhD Academy. You should discuss this with the PhD Academy prior to making an application.

- 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.
- If you intend to apply for the Graduate Route Post Study Visa Scheme, it is advised that you contact the [International Student Visa Advice Team](#) prior to submitting any change in circumstances forms to understand any potential implication on any future Graduate Route Scheme application.

If you are funded by ESRC/AHRC, you will need to [contact the Financial Support Office](#) to discuss your situation.

The maximum length of registration is four years for full-time research students. Exceptionally, the Research Degrees Subcommittee Chair may permit a student to continue to register beyond the maximum length of their programme. Students permitted to enter Year 5 will be liable to pay the full fee amount for each further year of study plus any inflationary increase. The only exceptions are:

1. Students who have submitted their thesis and been examined but have a significant period of revisions to complete (i.e., 12 months), may be allowed to re-register with a zero fee while making the revisions.
2. Students with disabilities may be allowed to register beyond the maximum period of study at a zero fee if this has been recommended by the School's Disability and Wellbeing Service (DWS) as a reasonable adjustment and recorded in an Inclusion/Adjustment Plan.

The Research Degrees Subcommittee Chair will consider cases on an individual basis in consultation with DWS.

You can contact the School's [Disability and Wellbeing team](#) to see what support services are available for you to access to help support you through the extension period.

You can also consult the [PhD Academy's webpages](#) to see what events, training and 1-2-1 coaching sessions may be of use to you during the extension period.

As part of the online form, you will be asked to provide a concise statement (up to 400 words) of the reasons for the delay in completing your thesis.

As part of your application, you will need to submit a work completion plan. You should discuss your work completion timetable and support and supervisory arrangements with your supervisor. Particular attention should be on demonstrating the feasibility of your work completion plan i.e., given the reasons for your extension request, is the amount of work you have remaining achievable by the requested deadline. You may also demonstrate how you intend to re-frame your work (e.g., removing a chapter) to achieve an examinable standard by the new submission deadline.

Your work plan should be broken down as follows:

- a. The work completion timetable should outline what work has been completed on your thesis and what work remains to be completed and by when.
- b. An outline of what support and supervision will be in place should be provided. This section should outline what supervisory arrangements will be in place and ideally quantify how many supervisory meetings are to take place. The section should also outline what support you will be receiving both from the School and outside of the School.

It is advised that your work completion plan is written in a chapter-by-chapter approach with the aim that it is clear to the RDSC Chair how much work you have completed to date and what remains to be completed and by when. You could use the following model for each chapter:

*I have completed xxx or x amount in terms of fieldwork/data collection and I still have to complete xxx. This will be completed between xxxx and xxxx or by xxxx (insert dates)*

*I have written up/drafted x amount of the chapter. I still need to draft xxx. This will be completed between xxxx and xxxx or by xxxx (insert dates).*

***Please note that you are advised to draft your work plan in Word and then paste into the online form as you are unable to save the work plan as a draft before submitting it to the PhD Academy.***

The Extension Form can be accessed through the [online portal](#).

December 2021