

12. Application for Extension of Period of Registration (Form RDC: EXT)

The parameters for the periods of registration during which research degree programmes are expected to be completed are precisely set out in the Regulations. The start and completion dates for each research programme are approved by the relevant Higher Degrees Committee Sub-Committee at the time of registration.

If, through a change of circumstances such as delays in acquiring essential equipment or ill health or other personal matters, you need to revise your research programme to go beyond the period of time approved at registration, you can apply for your period of registration to be extended to take account of the changed circumstances. The maximum periods of time for which extension can be considered are twelve months for full-time students and eighteen months for part-time students. You should note that you will continue to be liable for fees during an extension period.

When submitting an 'Application for Extension to Period of Registration' form the student must produce a thesis outline agreed with the supervisor and may present such evidence to help his/her case. It is permissible to request subsequent extensions and in this case there shall follow a 15 minute face-to-face or telephone interview with an experienced internal assessor appointed by the faculty assessor. It is permissible to request subsequent extensions but the University will scrutinise additional requests carefully.

The criteria for the internal assessor to support the application are as follows:

- a) Substantial progress with respect to an agreed thesis outline,
- b) Whether the work is still timely,
- c) Availability of time and resources to complete the work.

The assessor shall express a view as to whether; in their opinion the resulting period of extension is sufficient. The form shall then be submitted to the Higher Degrees Committee or Faculty Research Degrees Committee (where appropriate) for consideration.

Applications for extension of period of study are made on form RDC: EXT. The period of time for which extension is requested needs to be stated and the reason for the request indicated from a range of possibilities listed on the form. You are also required to provide a summary of not more than 500 words describing the progress of your research to date and outlining the work still to be completed.

Your application for extension must be supported by a signed recommendation by your supervisor.

Applications for extension of period of study must be submitted in accordance with the format and procedures detailed in paragraph 7.2 and by published deadlines, which are available from the Graduate School Office and Faculty Assessors.