

## Notes of Guidance for Completing an Application for Medical Leave during Thesis Pending

Please see the guidance notes below, which you may find useful (for both students and supervisors) when completing an application.

Please ensure that you are using the most up to date version of the application available on the Graduate School webpages under [Forms](#). Unfortunately we are unable to accept out of date application forms.

Please note that we will be unable to take your application forward for consideration if it does not meet the expected requirements.

It is a student's responsibility to ensure that a completed application along with the appropriate supporting documents is submitted to the Graduate School.

If you have any questions regarding the application, please contact the [Graduate School](#).

### Section 1 – Student Details

Please complete this section in full with all of the relevant information.

### Section 2 – Funding Details

Please complete this section in full with all of the relevant information.

### Section 3 – Leave Details

Please complete this section in full. Please note that your leave dates should be in line with the medical evidence you have provided.

### Section 4 – Student Declaration

This section must be completed in full and signed by yourself. Please note that whilst we are happy to accept e-signatures on this application, we cannot accept typed names as a signature.

### Section 5 – Supervisor Statement & Declaration

Your Supervisor must complete this section and ensure it has been signed. Please note that whilst we are happy to accept e-signatures on this application, we cannot accept typed names as a signature.

### Section 6 – PGR Director Comments & Declaration

Your PGR Director must complete this section, providing any comments they have in relation to the application and ensuring it has been signed. Please note that whilst we are happy to accept e-signatures on this application, we cannot accept typed names as a signature.

## College of Social Sciences

### **Deadline for Submitting Applications**

It is your responsibility to bring any factors that may affect your ability to submit your thesis on time to the attention of the Graduate School and your supervisors before your expected thesis submission date. If this is due to medical or other adverse circumstances then it is considered to be good cause and a period of suspension of study may be granted.

You must notify the Graduate School as soon as possible and within 3 weeks of the good cause event or other circumstances if you feel that you require additional time to submit your thesis. Retrospective applications will only be approved under exceptional circumstances. If you do not notify the Graduate School of your circumstances, you will not be granted an extension to your thesis submission date unless you can provide a good reason why this information could not be presented in time.

### **Late Submission Fees**

If you have not previously applied for an extension and are unable to submit an application before your expected submission deadline, you will have a two week discretionary period in which to do so before you are liable for a late submission fee.

If you have previously been granted an extension, the Graduate School must be in receipt of a completed application by 16:00 on the day of your expected submission deadline. If we are not in receipt of an application by this time, you will be liable for a late submission fee.

Students will be liable for late submission fees until the Graduate School has received a complete extension application. Any late fees applied to your student record will not be removed in the event that a late application is approved.