

Notes of Guidance for Completing an Application for an Extension to your Thesis Submission Date

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 Unfortunately we are unable to accept out of date application forms.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.

Students and Supervisors should be aware that extensions are not guaranteed. Applications are considered on a case by case basis and in some cases, an application may be declined or a reduced period of extension may be granted.

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 – Extension Details

Please complete this section in full, paying particular attention to the following:

Current Expected Submission Date

This date should be your current official end date, please do not include any discretionary extensions. If you are unsure of this date, please contact the Graduate School for advice.

Length of Extension Requested

Please be realistic about the additional time you are applying for, further extensions will not be approved unless there are exceptional circumstances for the request. Please note that the maximum period of extension you can apply for is 12 months.

Supporting Documents

The following documents must be submitted in support of your application otherwise we will be unable to take your application forward:

- Time bound Thesis Completion Plan
- Medical Evidence (if appropriate)
- Other (if appropriate)

Section 4 – Student Declaration

This section must be completed in full and signed by yourself. Whilst we are happy to accept an e-signature on this application, we cannot accept a typed name as a signature.

Section 5 – Supervisor Statement & Declaration

Your Supervisor must complete this section, providing a statement in relation to your application and ensuring it has been signed. Whilst we are happy to accept an e-signature on this application, we cannot accept a typed name as a signature.

Section 6 – PGR Director Comments & Declaration

Your PGR Director must complete this section, providing any comments they have in support of the application and ensuring it has been signed. Whilst we are happy to accept an e-signature on this application, we cannot accept a typed name as a signature.

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.

Thesis Pending Fees

Students entering a further year of thesis pending as a result of their extension will be charged a thesis pending fee. It is University policy to charge all PGR students a thesis pending fee for each year they are registered as thesis pending and the College is required to implement this.

The Graduate School has adopted a policy of allowing students to extend for an additional month before applying the fee and we need to apply this policy equally for all students.

Further information regarding the [Thesis Pending Policy](#) and [PGR Fees](#) are available online.