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**Pro-forma for use when applying to the Higher Degrees Committee for:**

**EXTENSION TO THESIS SUBMISSION TIME**

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| Student Name: |  |
| Student ID number: |  |
| Degree: PhD, MSc, MD etc.. |  |
| Name of Lead Supervisor: |  |
| Institute/School within MVLS: |  |
| Do you receive Research Council Funding? |  |
| Are you on a Tier 4 visa? |  |
| **Extension: please state your request below taking into account the following reasons listed in the Code of Practice for request of an extension:**  <https://www.gla.ac.uk/media/Media_549226_smxx.pdf>  10.27 Research degrees will normally be completed according to the time limits set out in the table in point 10.14. Where the student has registered for a combination of full-time and part-time study, or where the Graduate School has approved suspension of study for a period of time, the maximum period of study permitted shall be equivalent to the duration for full and part-time study plus the approved period of suspension, adjusted proportionately.  10.28 If a student and their supervisor(s) perceive that the original submission date may not be achievable, they may, not later than 3 months prior to the planned submission date, apply for an extension to the deadline. An extension to a student’s submission deadline may be granted subject to approval by the relevant Graduate School Board and in compliance with any funder terms and conditions. This may include a period of suspended study for reasons such as those noted in 9.21.  10.29 The Graduate School Board shall review all extension applications and if deemed reasonable, it may grant the student an extension. Extensions are not normally granted for a period in excess of 12 months. Only in exceptional circumstances will a second period of suspension or extension of 12 months be considered. Students must provide appropriate documentation to support any such requests. Students whose registrations are suspended for a period in excess of 2 years (whether approved or not) will automatically be withdrawn from the Programme of Study and will be contacted informing them of this. They will also be informed of the process for re-admission.  10.30 Graduate School review process and criteria: Applications for extension will be considered on a case by case basis. Eligible reasons for granting an extension include:  10.30.1 Ill health **(accompanied by medical certification);**  10.30.2 1 Death of a person with whom a close relationship can be demonstrated (e.g. immediate family member; spouse);  10.30.3 Delay to data gathering/analysis due to lack of operable equipment;  10.30.4 Dramatic change in circumstances (e.g. homelessness).  10.31 An extension cannot normally be granted on the grounds of employment.  10.32 The application should be written and submitted by the student and include:  10.32.1 an account of the reasons for the application;  10.32.2 a plan and timetable for the revised submission;  10.32.3 sufficient evidence to support the application (medical certificates, evidence of relationship); and  10.32.4 a letter of support from the primary supervisor.  10.33The Graduate School shall inform the student in writing of the outcome of the application for extension with the reasons for the outcome and specifying revised submission dates if applicable. | |
| **Duration of extension period requested: dd/mm/yyyy to dd/mm/yyyy** | |
| **Student statement for extension request:**  **Comment from Lead Supervisor on request for extension:**  **Lead Supervisor: who is the student’s current funder?**  **Lead Supervisor: please confirm here that you have asked the student’s funding agency about financial support or how you intend to finance the student’s stipend during an extension (if granted):**  **Lead Supervisor: has your Institute/School/Graduate School/Finance Team been advised?** | |
| **Signature of Lead Supervisor:**  **Date:** | |
| **PG Convener’s comment:** | |
| **Signature of PG Convener:** | |
| **Date:** | |

*Please submit completed form to: mvls-gradschool@glasgow.ac.uk*

**Checklist:**

Completion of form by student.

Provision of medical certificates (if relevant)

Completion of form by lead supervisor

Completion of form by PG Convener

This form should not be submitted for consideration to the Higher Degrees Committee unless the above information/signatures have been provided.