

## **Amendments to Registration for Postgraduate Researchers**

Extensions are required from the point when a Postgraduate Researcher's end date passes and if they have not yet submitted their initial thesis for examination.

Important points to consider when applying for an extension:

- Applications for extensions to study must be made in advance – at least one month before the existing deadline for thesis submission expires. Postgraduate Researchers and supervisors should not allow registration to lapse.
- Extension requests will not be considered in cases where a Postgraduate Researcher has not completed annual progression requirements.
- Applications for extensions can only cover time up until planned Initial thesis submission date; time cannot be included for contingency, examination, corrections and graduations. A Postgraduate Researcher will remain enrolled after submission until the end of the current academic year.
- All fields are mandatory in the extension form so must be completed before consideration. Incomplete forms will be returned.
- Applications should include a current copy of the thesis, a Gantt chart, and must provide a clear plan that justifies the time requested in line with accepted circumstances. The plan must focus on how the thesis will be delivered during the extended period.
- Evidence to support applications should also be included with applications where relevant.
- If a previous extension request has already been approved, then an extension request should outline what was achieved in the previous extension period and why agreed deadlines were not met. Up to six months can be considered for a first extension if there are valid reasons. This approval will be managed at School level.
- Any subsequent extensions beyond six months will be approved by Chair of Research Degrees Committee and will be approved up to a maximum of six months.
- Where final extensions are issued by Chair of Research Degrees Committee, these will be final, and no further extensions will be possible.
- Presenting a thesis after a period of being unregistered will not lead to an automatic extension.
- Extensions will only be only granted if there is confidence that the extension can support a timely submission. There is no benefit to the Postgraduate Researcher in extending registration where this is unlikely to lead to a successful submission.
- Where an extension is not granted (or requested), a Postgraduate Researcher's registration will automatically end at their latest approved end-date. This is formalised by a Compulsory Withdrawal through the Research Degrees Committee.

Unacceptable reasons for extension include:

- To delay submission to write papers.
- To delay submission to undertake work/consultancy or to recognise a delay resulting from a period of work undertaken during the period of study (this should be addressed through a TSS).
- To undertake research which is not essential for a successful thesis submission.
- To delay submission because sponsor is willing to continue funding.
- Extending a visa.
- Acute illness or accident prevented the Postgraduate Researcher from studying for a specified time period (this would be addressed through a TSS).
- Because the Postgraduate Researcher is not a native English speaker, noting the standard English languages requirements must have been met for programme admission
- Because examiners haven't been identified in time for submission. Supervisors have a duty to appoint in advance of registration lapsing.