**University of Manchester**

**Faculty of Biology, Medicine and Health**

**Application for an Extension to Programme**

This form should be completed where a request for an extension to a PGR programme of study is sought. Extensions to programme must be approved by any relevant external sponsor or funding body and *may* incur a pro rata tuition fee. If you require an extension for the sole purpose of writing up your thesis, you should firstly clarify your submission deadline and submit an [extension to submission deadline](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/forms/) request if required.

International PGRs must discuss the implications of any extension period with the Immigration and Visa team <https://www.studentsupport.manchester.ac.uk/immigration-and-visas/> and sponsor where appropriate (visa@manchester.ac.uk/+44 (0)161 275 5000. The Faculty will require confirmation from the sponsor regarding any extension and related fees before the extension period can be approved.

The policy and procedures to outline Changes to Degrees can be found within the University’s Code of Practice for Postgraduate Researchers <https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/>

Once completed, this form and any supporting documentation should be sent to FBMH.doctoralacademy.support@manchester.ac.uk

|  |
| --- |
| **Section 1 – to be completed by the PGR**  |
| **PGR Name**  | **ID Number:**  |
| **Programme:**  | **Year of Programme:**  |
| **Mode of Attendance:** Full Time [ ]  Part Time [ ]  | **Start date:** |
| **Current end date:** | **Length of extension requested:**  |
| **Funding/Sponsorship:**Please give details of your source of funding:**Where your funding is provided by an external funder/sponsor, please confirm you have checked and gained provisional approval from your funding body for this period of extension and are aware of eligibility for financial support:** [ ]  \*Please ensure you attach evidence to confirm whether or not your funder can support this extension\* |
| **International PGRs Only**Are you currently funded by an officially recognised sponsor? YES [ ]  NO [ ]  If yes, please give the name of your sponsor and file number (if known): **If you are in the UK subject to immigration regulations, you must consult the Student Immigration Team** [**guidance**](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/changes-during-your-studies/changes-to-your-studies/) **regarding visa implications when changing your study before submitting this request.**Please state whether you will require a continuer CAS to extend your visa YES [ ]  NO [ ]  Please state if you have ATAS clearance for your research programme YES [ ]  NO [ ]  **\*\*An extension of more than 3 months will require a new ATAS clearance- see instructions 7&8 below\*\***Please confirm you have read and understood the University [guidance](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/changes-during-your-studies/changes-to-your-studies/) on Changes to your Studies and the potential impact upon your visa of this request [ ]  |
| **Grounds for Extension to Programme**Please indicate below the circumstances that have led you to request an extension to your programme (tick all that apply): [ ]  Exceptional personal circumstances (e.g. significant illness, hospitalisation, accident, prolonged jury service)[ ]  Maternity / extended paternity leave[ ]  Bereavement of close relative/partner or significant illness of close relative/partner [ ]  Unforeseen delays due to ethics approval, equipment failure, changes to research working environment[ ]  Critical research activities have had to be postponed or have suffered a major delay, alternate activities have not been available and the impact cannot be mitigated[ ]  Other ( please state)**Additional information** *(include a further sheet if required)*: Applicants should justify the additional time requested, with reference to the dates on which circumstances arose and their impact. The more information you provide at this stage, the better we are able to review your case. Please also include a separate statement of progress, outline of work to be completed during the proposed extension period and thesis completion timeline.[ ]  Statement of progress, outlined of proposed work during extension period and thesis completion timeline attached[ ]  Supporting documentation attached (please provide supporting statements from health care professionals, supervisors, advisors or other relevant agencies as appropriate) |
| **Are you registered with the Disability Advisory and Support Service** (DASS)?: Y/N |
| **PGR Declaration**I confirm that the information I have given is correct to the best of my knowledge and that I fully understand the implications of extending my current programme of study and that pro rata tuition fees *may* be charged to an external sponsor/funder.**Signed:**  Date: |
| Section 2 – to be completed by the Supervisor |
| I confirm that the above named PGR has discussed their circumstances with me and that I support/reject their application to extend their programme of study from dd/mm/yy to dd/mm/yy.**Additional Supporting Comments:** |
| **Supervisor name:** |  |
| **Supervisor signature:** | Date: |
| Section 3 – to be completed by the [Division Senior Tutor](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/) |
| **Comments***Add any additional information or comments relating to the request* |
| **Division Senior Tutor name** |  |
| **Division Senior Tutor signature:** | Date: |
| *Senior Tutors should delete this documentation and any supporting evidence following confirmation of the outcome from the Doctoral Academy.* |

**Extension to Programme Request Instructions:**

1. If you are considering applying for an extension help and advice can be obtained from the Doctoral Academy FBMH.doctoralacademy.support@manchester.ac.uk
2. International PGRs (Student Visa) must discuss the implications of any extension period with the Student Immigration Team (regarding visa implications) and their sponsor where appropriate (visa@manchester.ac.uk / +44 (0)161 275 5000).
3. If you wish to discuss your request in person you should contact your [Division Senior Tutor](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/) or the Doctoral Academy. Information will be treated confidentially but evidence in support of cases will need to be submitted to the Doctoral Academy alongside any request.
4. Applications must be accompanied by documentary evidence (e.g. certification by a qualified doctor specifying nature of illness, duration and impact on ability to study, letter from qualified counsellor, copy police incident report, etc) or a statement detailing the circumstances leading to this request. Please refer to separate information provided regarding evidence for mitigation on the PGR Code of Practice [website](https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/). (Code of Practice / Changes to Degrees / Extensions Procedure)
5. Applications for retrospective extensions will not be considered.
6. If you are sponsored by an external organisation their approval will be needed before the Faculty can grant an extension. Please approach your sponsor personally and then attach their support to your case.
7. If you are a PGR who is subject to immigration control (e.g. you have or need a visa to be in the UK or you are an asylum seeker) and your programme requires ATAS, any extension to programme of more than 3 months will require new ATAS clearance.
8. If you are a Student Visa holder you should notify the Doctoral Academy if the extension will mean that you need to apply for an extension to your visa end date. Where this is required, the Doctoral Academy will be able to support you in applying for a continuer CAS. Please note that you will require further ATAS clearance if your programme is currently ATAS flagged and the extension is for more than 3 months.
9. After completing the form, direct the form to your Supervisor and ask them to complete ‘Section 2 – Supervisor’. Once they have completed section 2, you must then ensure that the completed form is signed off by your [Senior Division Tutor](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/).
10. Please note that pro rata tuition fees will be charged should an extension to programme be approved unless a case is presented (and supported) to not incur additional fees.
11. You may be required to re-register if an extension is granted - details will be provided if this is the case.
12. The outcome will be formally notified in writing as soon as possible by the Doctoral Academy.

**The following will not be regarded as grounds for applying for an extension to your programme:**

* The PGR or supervisor was unaware of policy and application procedures for interruptions and/or extensions for postgraduate degrees. It is ultimately the PGR’s responsibility to ensure that they are aware of all policies and procedures relevant to their degree
* Further non-essential primary research, data collection and/or laboratory work
* Inadequate planning and time management
* Work commitments
* Computer or other equipment failure where use of an alternative is possible or any loss of work was avoidable;

The above list is not exhaustive, nor does the existence of acceptable grounds guarantee that an extension to the submission deadline will be granted. PGRs are expected to take reasonable action to minimise disruption to their studies and rescope projects where possible.