

Extensions Procedure for Postgraduate Research Students

March 2021

**Research Degrees and Researcher Development
Directorate of Research and Business Engagement**

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1 Purpose and Scope

- a. This Procedure should be considered in relation to the [**Change of Circumstances for Postgraduate Research Student Policy**](#).
- b. The purpose of this Procedure is to provide guidance on how a postgraduate research student can apply for an extension to their degree programme, an extension to the submission pending period or an extension to the resubmission period.

2. Extensions to a Degree Programme

- a. Full-time PGRs can submit a request for an extension to degree programme within 6 months of their programme end date. Part-time PGRs can submit a request for an extension to degree programme within 12 months of their programme end date.
- b. The time permitted in order to complete the degree will be extended by a corresponding period to the granted extension. Tuition fees will be charged on a pro rata basis for the period of extension.
- c. The total period/s of extension to programme **must not normally exceed 12 months** during the full period of the degree. Any further extensions beyond 12 months will only be permitted under the most exceptional circumstances.
- d. Students and supervisors should note that retrospective applications for extensions will only be considered in the most exceptional circumstances.

3. Extensions to the Submission Pending Period

- a. Only in the most exceptional circumstances may students apply to extend the submission pending period. The student must be able to provide credible and compelling reasons why their current circumstances warrant an extension to their submission deadline. Students should refer to the grounds for mitigating circumstances in the [**Change of Circumstances for Postgraduate Research Student Policy**](#).
- b. The maximum duration of the submission pending period is normally 12 months. Any application for an extension should normally be submitted, along with evidence of mitigating circumstances in advance of the final deadline for submission. In order to extend the submission pending period, the mitigating circumstances should normally have arisen within the submission pending year. Details of all mitigating circumstances can be found in the [**Change of Circumstances for Postgraduate Research Student Policy**](#).
- c. If a student does not submit their thesis before the end of the submission pending period and has not formally arranged an extension with the University, the School or Faculty will refuse to accept the thesis. In the absence of approved exceptional circumstances, an extension will not be granted and students will not be permitted to submit their thesis beyond their final submission deadline. Students may refer to [**Regulation XIX**](#) (academic appeals) where there are adequate grounds for

appealing against a decision affecting their academic status or progress in the University.

- d. Students will not be permitted to interrupt during a period of extension to Submission Pending.

4. Extensions to the Resubmission Period

- a. Students who have been asked to resubmit their thesis with substantial revisions after first examination have either six months to resubmit a revised thesis (if no further research is required) OR one year in which to resubmit a revised thesis (if further research is required).
- b. If a student does not submit their thesis within the resubmission period and has not formally arranged an extension with the University, the School or Faculty will refuse to accept the thesis and will take appropriate action to discontinue the registration. In the absence of approved exceptional circumstances, an extension will not be granted and students will not be permitted to submit their thesis beyond their final submission deadline.
- c. The total period/s of extension to the resubmission period must not normally exceed 12 months. Any further extensions beyond 12 months will only be permitted under the most exceptional circumstances.

5. The Application Procedure for Extensions

- a. The student is responsible for submitting the relevant application form to the appropriate Faculty/School Graduate Office. Please contact the appropriate School or Faculty Graduate Office for the form.
- b. If the supervisor assesses that it is appropriate, they will be required to submit a statement of support, giving reasons for the extension, details of the length of time required and assurances that such an extension will be sufficient for the student to complete the degree and submit their thesis.
- c. The student should consider the terms and conditions of their funder/sponsor, where appropriate, before they submit an application for extension.
- d. If a student is given permission to extend their submission deadline, the appropriate School or Faculty Graduate Office will inform the student's funding organisation/sponsor on the student's behalf. In some cases, the student may first need to apply to the sponsor for permission to extend their studies before submitting a formal application to the School or Faculty Graduate Office. It should be noted that while the University has the authority to approve extensions, it does not have any influence over a sponsor's approval.
- e. International students with a student visa who are funded by an external organisation will require a letter of support from their sponsor when applying to extend their stay in the UK.

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- f. International students should contact the Student Immigration Team for further advice and guidance on any student visa restrictions when applying for an extension.
- g. To apply for an extension the candidate must formally apply and provide details of what stage the thesis has reached, the reason/s for the delay including details of the mitigating circumstances, an assessment of the time required for the thesis to be submitted with a full work plan and an assurance that the thesis will be submitted by the stipulated deadline.
- h. Applications must include relevant medical certificates or documentary evidence and meet the mitigating circumstances criteria as set out in the [**Change of Circumstances for Postgraduate Research Students Policy**](#).
- i. An extension is not normally permitted for the purpose of an approved official leave of absence. Any student wishing to extend their programme due to an approved leave of absence should therefore consult their individual funder/sponsor terms and conditions.
- j. The decision of a postgraduate research degrees panel is final. Applicants may reapply for an extension after a refusal has been made only if they have new or additional information and/or evidence to add to their application which was not originally considered. If the request is refused again, the applicant will not normally be permitted to reapply. Appeals are allowed under [**Regulation XIX**](#).

6. Extending While Living in University of Manchester Accommodation

- a. Students living in University of Manchester accommodation should note that extensions to the programme of study do not automatically extend the accommodation contract. If a student wishes to extend his or her studies, they may have to re-apply for University accommodation for a further period or vacate their accommodation at the end of their accommodation contract and find alternative accommodation. For further details see the University of Manchester Accommodation Office [**website**](#).

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