

**Faculty of Science & Engineering**

**REQUEST FOR AN EXTENSION TO THE**

**FINAL SUBMISSION DEADLINE DATE**

Candidates are expected to be available in the period after the oral examination to complete minor corrections as part of their responsibilities in the examination of their degree. In very exceptional circumstances, candidates may apply to the Faculty Postgraduate Research Panel for permission to submit the corrected thesis later than within the four-week timeframe. If the extension request is rejected, the Panel may alternatively grant permission to submit late.

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| **Part 1: Student details**  **Student ID number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title** \_\_\_\_\_\_\_\_\_\_  **Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forename(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Main supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Centre for Doctoral Training (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Current Degree Registration: PhD/EngD/EntD/MPhil/MSc by Research/MEnt**  **Part-time/Full-time**  **Research Student Sponsor (e.g. EPSRC) (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Part 2: Extension of final submission deadline details**  **I request an extension to the final submission deadline date of days/weeks/months**  **to DD/MM/YYYY** |
| **Part 3: Circumstances of the extension - please select the relevant circumstance(s)**  Serious Illness **\*** Death/serious illness of a partner, family member or close friend  Serious personal problems Jury Service Maternity or adoption leave  Unforeseeable or unpreventable events  **\* *If circumstance is one of medical nature, relevant medical evidence must be attached***  ***NOTE:***  ***If you are registered with the Disability Advisory & Support Service (DASS), please tick here to confirm that you give your Supervisor/School permission to contact DASS if needed***  **Part 3 (continued)**  Please describe circumstance(s)  ----------------------------------------------------------------------------------------------------------------------  The University of Manchester will use the information which you supply to us to consider a request for special permission in relation to the regulations (for an extension of final submission deadline date).  If necessary, we may also disclose your information to Research Councils UK (RCUK), if you are a funded student.  We will keep your information for a period of 6 years following completion of programme, or withdrawal from programme, after which your personal data will be securely destroyed.  For further information on how your data are used, how we maintain the security of your information and your rights to access information we hold on you please contact the University’s Records Management Office.  **I give consent for the data provided on this form, and any accompanying documentation, to be processed by the Faculty for the purposes of this request**  **I confirm that I have read the guidelines for this request form and consulted the University’s *Policy on Circumstances Leading to Changes to PGR Study***  **Signed Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DD/MM/YYYY** |

* **Where is the form sent?**
* Fully completed/signed forms and supporting documentation should be sent to the Graduate Education Office, C4 Sackville Street Building (email: [eps-subs@manchester.ac.uk](mailto:eps-subs@manchester.ac.uk)).

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