 **Faculty of Science & Engineering**

**REQUEST FOR AN EXTENSION OF STUDY**

***PLEASE READ THE GUIDELINES AT THE END OF THE FORM BEFORE COMPLETING THIS REQUEST***

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| **Part 1: Student details**  **Student ID number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title** \_\_\_\_\_\_\_\_\_\_  **Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forename(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Main supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Centre for Doctoral Training (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Current Degree Registration: PhD/EngD/EntD/MPhil/MSc by Research/MEnt**  **Part-time/Full-time**  **Source of funding or sponsor (if applicable) (e.g. UKRI, President’s Doctoral Scholarship, Government) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **My progression record is up-to-date YES/NO** |
| **Part 2: Extension of study details**  **We request an extension of study 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  Unforeseeable or unpreventable events (fire, floods etc.) Serious personal problems  Breakdown of *essential* equipment Study leave necessary for the degree programme  Jury Service Delays in obtaining ethical approval  Delays in progress due to unforeseeable problems with the degree programme and/or working environment  Redeployment to work on COVID-19 related research or other COVID-19 related activity  Postponement or delay of critical research activities as a result of COVID-19, alternative activities have not been available and the impact cannot be mitigated  Postponement or delay of fieldwork/placement which is integral to the programme, allocated to research data collection, and which cannot be adapted  Additional COVID-19 related caring responsibilities  Illness related to COVID-19 (including mental health issues)  Extended lack of supervision/guidance due to COVID-19 related activity  Exacerbation of a COVID-19 related impact due to a disability including neurodiversity or any other protected characteristics (e.g. long term illness, caring responsibilities)  Any other considerations that can be specifically attributed to COVID-19 and evidenced in the case  **Part 3 (continued)**   1. **Please describe circumstance(s) and justification for your application**   If the application is made on the grounds of **Covid-19** pandemic disruption, please provide full details of its impact on your studies and research. It may not be possible for you to produce supporting evidence so please outline the extent of the disruption below, what adaptations to your project you have already taken and why no further adaptation is possible to help us assess the case.  If the application is also made on the grounds of belonging to one of the protected characteristics (disabled, have a long term illness, are neurodivergent or have caring responsibilities) please provide evidence if possible or give further details.   1. **Agreed plan for completion of research and writing-up of thesis/dissertation**   Please provide the following:   * Detail on the current status of the work/research (what has been completed and what remains to be completed) * Detail on the current status of the thesis/dissertation (what has been completed and what remains to be completed) * Clear work plan for the essential further research **and** a timeline for completion of the thesis/dissertation (this should be presented in the form of a Gantt chart or similar)   ----------------------------------------------------------------------------------------------------------------------  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 study).  If necessary, we may also disclose your information to UK Research & Innovation (UKRI), 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***  ***NOTE: If you are registered with the Disability Advisory & Support Service (DASS), please tick here to confirm that you give your Supervisor/Department permission to contact DASS if needed***  **Signed Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DD/MM/YYYY** |
| **Part 4: Recommendation of the supervisor**   * Please consider all aspects of the student’s progression and include a note on the current status of the thesis/dissertation. * Please confirm that all interested parties (including research sponsors, research collaborators, International Advice Team (in the case of international students who require visas, etc.), and the DASS) have been consulted and agree to support the application. * Please confirm that the plan for completion of research and writing-up of the thesis/dissertation provided by the student in Part 3 is appropriate and supported   **Signed Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DD/MM/YYYY**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Part 5: Recommendation of the Institute/Centre Director** – **to be completed in cases where the research is undertaken in a Research Institute or a Centre for Doctoral Training**  Comments of the Institute/Centre Director:  **Signed Institute/Centre Director**  **or Nominated Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DD/MM/YYYY**    **Part 6: Recommendation of the Head of Department or Nominated Representative**  Comments of the Head of Department (or Nominated Representative).  Please include confirmation of any funding for this extension:  Student is self-funded or paid direct by sponsor (**funding is not requested for this extension**)  Student is self-funded or paid direct by sponsor and the Dept. has received confirmation that sponsor **will not** cover the costs (fee/stipend) of the extension¹ (**funding is requested for this extension)**  Student receives funding/co-funding\* from UKRI (processed by UoM)(**funding is not requested for this extension)**  Student receives funding/co-funding\* from UKRI (processed by UoM)(**funding is requested for this extension)**  Student receives full/partial\* UoM studentship (requested extension is eligible for funding)  Student receives funding/co-funding\* from external/industrial sponsor (processed by UoM) and the Dept. has received confirmation that sponsor **will** cover the costs (fee/stipend) of the extension¹  Student receives funding/co-funding\* from external/industrial sponsor (processed by UoM) and the Dept. has received confirmation that sponsor **will not** cover the costs (fee/stipend) of the extension¹  \* please indicate the %  ¹ confirmation from sponsor should be attached  **Signed Head of Department**  **or Nominated Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DD/MM/YYYY** |

**FACULTY OF SCIENCE & ENGINEERING**

**REQUESTS FOR SPECIAL PERMISSION (PGR) – guidance**

Please ensure that you and your supervisor follow the guidelines below to ensure that your case is properly prepared for consideration by the Faculty PG Research Degrees Panel or C-19 Funded Extensions Panel. This will avoid delays to a decision on your request.

You should refer to the University’s *Policy and* *Procedure* documents ***before*** completing your request form:

The *Change of Circumstances Policy for PGR Students Policy* can be found [here](http://documents.manchester.ac.uk/display.aspx?DocID=8162)

The *Extensions Procedure for PGRs* can be found [here](https://documents.manchester.ac.uk/display.aspx?DocID=39955)

* **Extension of Study**
* Requests for an extension of study must be submitted ***within six months*** of the programme end date.
* Part-time PGRs can submit their request within 12 months of their programme end date.
* For non-Covid-19 related requests, only delays/issues/problems which occur in the final year of study can be considered.  If a student has successfully progressed to the next year of the programme, any retrospective issues cannot be taken into consideration unless these issues and their effects on progression have been clearly noted in the end of year progression form on eProg.

**THE REQUEST FORM – guidelines**

* **Who completes the form?**
* The student should complete Parts 1, 2 and 3 of the form. The relevant circumstance(s) should be selected in Part 3 and full details given.
* The main supervisor should complete Part 4 of the form, providing a note on the student’s progression and on the current status of the thesis/dissertation. The supervisor should also confirm that all interested parties (including research sponsors, research collaborators, Visa Team (in the case of international students who require visas, etc.), and DASS) have been consulted and agree to support the application.
* For students registered on a CDT programme, the CDT Director should complete Part 5.
* Finally, the Head of Department (or nominated representative) should complete Part 6.
* **What evidence/supporting documentation should be included?**
* For all requests which are submitted due to ill health, ***medical evidence must be attached*** to support the case e.g. a note/letter from a doctor/hospital. Requests made on the grounds of ill health which are not supported by evidence cannot be considered by the Faculty PG Research Degrees Panel or C-19 Funded Extensions Panel.
* For requests which are submitted due to equipment breakdown/research delays, details of dates and duration must be given. Where possible, dates of meetings describing the problems or evidence from the end of year report giving these events as cause for concern should be included.
* Requests for an extension of study ***must*** include detail on the current status of the research and the thesis/dissertation. A clear work plan for completion of research and writing-up of the thesis/dissertation must also be included. The plan must be agreed by both the student and supervisor. This information/plan can be provided as a separate supporting document.
* **Where is the form sent?**
* **Departmental staff** should return the form to the Faculty PGR Services Team.
* **When should the form be submitted?**
* The Faculty PG Research Degrees Panel normally meets in the first week of each month (except August). In order to ensure that the case can be considered at the meeting, the form must be received by the PGR Services Office ***at least one week before the date of the meeting***. The Faculty C-19 Funded Extensions Panel normally meets once or twice each month.
* Departments may have their own procedures for preparing/approving requests – students should check these with the Departmental PGR Administrator.

**FSE PGR Services Team**

**Faculty of Science & Engineering**

**The University of Manchester**

**Manchester**

**M13 9PL**

**Email:** [**eps-subs@manchester.ac.uk**](mailto:eps-subs@manchester.ac.uk)