 **Faculty of Science & Engineering**

**REQUEST FOR AN EXTENSION TO THE**

**SUBMISSION PENDING PERIOD**

***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 submission pending period details**  When requesting an extension, students should bear in mind that any work presented in a thesis must be current/up-to-date at the time of submission  **We request an extension to the submission pending period 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 Unforeseeable or unpreventable events  Maternity, paternity, shared parental or adoption leave  Redeployment to work on COVID-19 related research or other COVID-19 related activity  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 any other protected characteristics  Any other considerations that can be specifically attributed to COVID-19 and evidenced in the case  **\* *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/Department permission to contact DASS if needed***  **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 the writing-up of your thesis/dissertation. It may not be possible for you to produce supporting evidence so please outline the extent of the disruption below 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 writing-up of the thesis/dissertation**   Please provide the following:   * Detail on the current status of the thesis/dissertation (what has been completed and what remains to be completed) * Clear work plan **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 submission pending period).  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***  **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, Visa 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 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):  **Signed Head of Department**  **or Nominated Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DD/MM/YYYY** |

**FACULTY OF SCIENCE & ENGINEERING**

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

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. This will avoid delays to a decision on your request.

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 Submission Pending Period**
* Requests for an extension of submission pending period must be submitted ***at least two months before*** the final deadline for submission.
* Only issues/problems which occur during the submission pending period can be considered by the Faculty PG Research Degrees Panel (delays/problems which occurred during the period of study cannot be taken in consideration).

**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 the 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.
* Requests for an extension of submission pending period ***must*** include detail on the current status of the thesis/dissertation. A clear work plan for completion of 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. 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***.
* 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)