**Extension Application Form (PGR)**

Use this form if you are a Postgraduate Researcher (PGR) who wants to apply for an extension. All questions are mandatory unless otherwise indicated.

Please complete section 1 and then follow the submission guidelines.

**SECTION 1: PGR**

**Personal Details**

**Full Name:**

**ID Number:**

**School:**

**Department:**

**Thesis Submission Deadline:**

**Thesis Title:**

**Extension Type**

**Highlight one option from the list to indicate which type of extension that you are applying for:**

* Extension to Programme
* Extension to Submission Pending Period
* Extension to Minor Corrections Deadline
* Extension to Re-Submission Deadline

**Extension Length**

The University generally requires that the amount of time taken for extensions during a degree is no longer than 12 months in total. Any extensions that exceed that 12-month limit will only be permitted under the most exceptional circumstances.

**How many months are you requesting an extension for?**

**Extension Reasons**

**Choose an option from the list, which best describes the reason(s) for your extension request:**

|  |  |
| --- | --- |
| **Primary Reason (highlight only one)** | **Contributing Reason(s) if applicable (highlight as many as applicable)** |
| Caring Responsibilities  Internships  Maternity/Paternity Adoption Leave  Health including physical and mental health\*  Personal Issues  Unforeseen changes to research or programme  Covid-19 related reasons  Other | Caring Responsibilities  Internships  Maternity/Paternity Adoption Leave  Health including physical and mental health\*  Personal Issues  Unforeseen changes to research or programme  Covid-19 related reasons  Other |

**If you chose Covid-19 as your primary reason please provide further details:**

|  |
| --- |
| **Covid-19 related reasons (highlight those applicable)** |
| Redeployment to work on COVID-19 related research or other COVID-19 related activity  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 (COVID-19)  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 |

**Tell us about why you have requested an extension; explain why the length of time is required and provide us with as much detail as possible.**

**Is this request related to a disability, mental or physical illness or learning difficulties that you have? If so, the University may need to consult with the Disability Advisory and Support Service (DASS) to consider the request.**

Please highlight:

Yes

No

Unsure

The [Disability Advisory and Support Service (DASS)](http://www.dass.manchester.ac.uk/) provides support to students with a range of difficulties including, but not limited to: autism spectrum condition (ASC), dyslexia, dyspraxia and other specific learning difficulties; mental health difficulties; mobility impairments; sensory impairments; unseen disabilities like epilepsy, HIV, AIDS and chronic fatigue.

**If you are not already registered with DASS, we would like to make a confidential referral to the service for you, so that they can explain what support you can access.**

Do you consent to a DASS referral?

Yes

No

Already registered with DASS

**Supporting evidence**

Can we share your supporting evidence with your supervisory team (please highlight)?

Yes

No

If you would prefer us not to share your supporting evidence with your supervisory team, then contact the appropriate Doctoral Academy in advance of submitting this application. Please note that if you request to restrict access to the evidence you provide, your supervisory team will still be able to view all the other information in this form.

We ask you to provide independent supporting evidence, such as official letters, Doctor's notes, certificates, and statements so we can consider your application. This helps us to make sure that we are treating everyone fairly. Without evidence it is more difficult for us to process your request quickly. If you don't provide evidence, you may not be eligible for this change.

**Can you provide evidence to support your application? Please highlight:**

Yes, I can provide evidence at this time (please submit the evidence alongside your application form).

No, I cannot provide evidence at this time

**If no, please tell us why you are unable to provide evidence at this time and if you will be able to provide evidence in the future:**

You need to provide us with details about how you are going to complete your programme, which includes a summary of the work that you have completed so far and a timeline for the work that is left to do.

You must download the [Completion Plan](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=64981) template, add your details, then submit alongside your form.

**Accommodation**

**Are you currently living in University accommodation? Please highlight:**

Yes

No

**To be completed by International PGRs**

**Are you an international PGR or student who will require a new visa if your extension is approved? If you are not sure,** [**refer to guidance**](https://www.studentsupport.manchester.ac.uk/immigration-and-visas/changes-during-your-studies/changes-to-your-studies/) **or seek advice from the** [**Student Immigration Team**](https://www.studentsupport.manchester.ac.uk/immigration-and-visas/)**.**

Yes

No

**If ‘Yes’, then has a new visa been arranged?**

Yes

No

**Are you an international PGR who will require ATAS approval if your extension is approved? If you are not sure,** [**refer to guidance**](https://www.studentsupport.manchester.ac.uk/immigration-and-visas/atas/) **or seek advice from the** [**Student Immigration Team**](https://www.studentsupport.manchester.ac.uk/immigration-and-visas/)**.**

Yes

No

*If ‘Yes’, then please submit your ATAS approval alongside your application form.*

**Funding**

**Are you in receipt of a Studentship or a Government Doctoral Loan? Please highlight.**

Yes

No

**If yes please provide us with full details of your funding source:**

**If yes are you eligible to apply for an extension based on your sponsor/funder’s terms and conditions? Please highlight:**

Yes

No

Not Applicable

If the terms and conditions of your sponsor/funder require you to notify them of any change in your circumstances, you must contact your funder and/or loan provider.

**Have you notified your sponsor, funder and/or loan provider? Please highlight:**

Yes

No

Not Applicable

If the terms and conditions of your funder require that you receive confirmation from them that you are eligible to apply for an extension, you must wait for this confirmation before applying.

**Have you have received confirmation from your funder? Please highlight:**

Yes

No

Not Applicable

*If you are currently waiting to receive confirmation from your funder, we recommend that you submit this form only when you can provide the evidence alongside the application.*

**Declarations**

By submitting this form you declare that the information given is accurate to the best of your knowledge. Falsification of information as part of this application may be a student disciplinary matter and may lead to this request not being processed.

The personal information that you provide in this form is processed by The University of Manchester in accordance with UK data protection law. For further information about how we use your personal information and to find out about your data protection rights, see our [privacy notices](https://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/).

By submitting this form, you confirm that you understand and consent to the University processing and storing your personal information.

It is your responsibility to read the following relevant University guidelines and policies on extensions:

* [PGR guidelines](https://documents.manchester.ac.uk/display.aspx?DocID=39956)
* [Extensions Procedure for PGRs](https://documents.manchester.ac.uk/display.aspx?DocID=39955)
* [Change of Circumstances for PGRs Policy](https://documents.manchester.ac.uk/display.aspx?DocID=8162)

By submitting your form you are confirming that you have read and understood the relevant University guidelines and policies.

You are encouraged to talk to somebody in your [Doctoral Academy or School](mailto:fse.doctoralacademy.support@manchester.ac.uk.) about your situation before applying for an extension. This will help determine if it is the most suitable arrangement for you.

**If you have discussed your intentions with any members of University of Manchester staff please confirm their names and job titles below:**

By submitting your form you also confirm that you understand the financial, academic and visa implications of an extension and remember to include all supplementary evidence / documents.

Please submit your form to the[**Doctoral Academy**](mailto:fse.doctoralacademy.support@manchester.ac.uk.)