 **Faculty of Science & Engineering**

**REQUEST FOR AN EXTENSION TO THE**

**SUBMISSION PENDING PERIOD**

***PLEASE READ THE GUIDANCE ON THE*** [***FSE DOCTORAL ACADEMY WEBSITE***](https://www.se.manchester.ac.uk/doctoral-academy/research/change-of-circumstances/extensions/) ***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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **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  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***   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) * A *Completion Plan* must be submitted along with this request form   ----------------------------------------------------------------------------------------------------------------------  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 *Change of Circumstances Policy for Postgraduate Research Students***  ***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***  ***IMPORTANT: If you are an international PGR who will require a new ATAS if your extension is approved, please tick here. Please*** [***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/)  ***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, 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** |

**Once completed, please return this form and any supporting documentation to:**

**FSE Doctoral Academy Support Team (Progression & Welfare)**

[**FSE.doctoralacademy.support@manchester.ac.uk**](mailto:FSE.doctoralacademy.support@manchester.ac.uk)