 **Faculty of Science & Engineering**

**REQUEST FOR AN EXTENSION TO**

**END OF YEAR PROGRESSION ASSESSMENT**

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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 study details**  **We request an extension to progression deadline 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  Delays in obtaining ethical approval  Delays in progress due to unforeseeable problems with the degree programme and/or working environment  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  Any other considerations that can be specifically attributed to COVID-19 and evidenced in the case   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 end of year progress report**   Please provide the following:   * Detail on the current status of the work/research (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 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  *Change of Circumstances Policy for Postgraduate Research Students***  **I understand that if this request is approved, all future end of year progression deadlines will remain unchanged.**  ***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 work/research. * Please confirm that the plan for completion of the end of year report 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)