

**FORM 4 – EXTENSION OF MAXIMUM PERIOD OF STUDY FORM FOR
TAUGHT POSTGRADUATE STUDENTS**



**EXTENSION OF STUDIES REQUEST FORM FOR TAUGHT
POSTGRADUATE PROGRAMMES**

SECTION A – STUDENT AND EXTENSION DETAILS	
Faculty:	
Student Number:	
Student Name:	
School/Department:	
Programme Title:	
Present mode of attendance:	Full time / Part time / Part-time variable (Please delete as appropriate)
Date of entry: Current normal study end date:	
Length of proposed extension: (in months)	
Dates of proposed extension:	From: _____ To: _____
New maximum study date:	
Reason for extension of study: (Please attach medical or other evidence where necessary)	
<i>Has approval of funding body been secured for the extension if necessary: YES / NO</i> (Head of Department to complete if necessary)	
Student signature	<i>Only required if the supporting documentation does not include evidence directly from the student.</i>
SECTION B – INTERNATIONAL STUDENTS ONLY	
I confirm that I am aware that this change could affect my immigration status in the UK and that the University is required to report changes in status to the UK Border Agency. Please see the International Advice & Support's website for detailed immigration guidance and staff contact details: http://www.bristol.ac.uk/international/studentsupport/immigration	
Student signature:	Date:
SECTION C – ACADEMIC APPROVAL BY SCHOOL/DEPARTMENT AND FACULTY	
As Programme Director, I confirm that the student has discussed his/her extension request with me and I recommend approval of the request as it complies with the 'good reasons' guidance in section 6 of the Code of Practice for Taught Postgraduate Programmes.	
Programme Director:	Date:
Director of Graduate Studies:	Date:
Graduate Education Director:	Date:
Education Pro Vice-Chancellor:	Date:
<i>(Where appropriate, for extensions over 12 months).</i>	

Extension of Study for Taught Postgraduate Programmes – Guidance and Procedure Notes

The University expects students to complete their study in a single continuous period. Its academic procedures are designed to assist student progress.

1. Extensions are used where exceptional circumstances necessitate extension of the normal period of study of the degree to complete the dissertation or equivalent and may involve the payment of additional fees.
2. An extension of study will only be granted where there are strong grounds and supporting documentation (e.g. a medical note from a GP) and when a student requires additional time to complete the dissertation or equivalent. There will need to be clear evidence of satisfactory student progress for an extension request to be granted.
3. Good grounds for an extension of study may include the following: serious and persistent health problems, significant long-term disability, significant bereavement or additional sole caring responsibilities, serious financial problems or new employment which brings more senior managerial responsibilities, military service.
4. Requests should be made on the attached form and be accompanied by any relevant supporting documents, such as medical evidence or correspondence. Requests should be sent initially to the Director of Graduate Studies (or nominee) and/or the Head of Department.
5. Permission for an extension will not normally be given unless the application is made well before the end of the period of study and there are compelling reasons.
6. The Programme Director or nominee should forward written support for the extension to the Graduate Education Director, and certify that the student has made satisfactory progress so far.
7. There may be additional rules on extensions from a funding body. It is the responsibility of the Head of Department or nominee to confirm that arrangements and approval for the suspension have been secured with any funding body that is involved.
8. Graduate Education Directors have the authority to sign off one or more extensions totalling a 12 month period. Extensions over 12 months require the approval of the Pro Vice-Chancellor (Education). In all cases the extension request should be sent initially from the School/Department to the Graduate Education Director of the Faculty.
9. **International students** – Any change to your student status, such as an extension of study, could affect your immigration status in the UK. The University is required to report any changes in status to the UK Border Agency. The International Office provides guidance and advice to visa-holding students who are seeking a suspension of study. Please see the website for further information:
<http://www.bristol.ac.uk/international/studentsupport/immigration>

Please see section 6.4 of the Code of Practice for Taught Postgraduate Programmes for details on the procedure: <http://www.bristol.ac.uk/esu/pg/pgtcodeonline.html>