

**REQUEST FOR EXTENSION TO MAXIMUM PERIOD OF STUDY FOR
POSTGRADUATE RESEARCH DEGREE**

Faculty:	
Name of candidate:	
Student ID Number:	
Department:	
Degree for which currently registered:	
Supervisor(s):	
Date of initial registration:	
Current final submission date (maximum period of study):	
Present mode of attendance:	Full time / Part time (please delete as appropriate)
Length of proposed extension:	
Details of any previous extension(s) and changes to registration status:	
New submission date:	
Reason for extension:	
Progress to date:	
<i>Has approval of funding body been secured for the extension if necessary (Head of Department to complete)</i>	
Student signature	Only required if the supporting documentation does not include evidence directly from the student.
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:

Approved, Head of Department or Division: Date:

Approved, Graduate Dean: Date:

Approved, Vice Chancellor: Date:
(when appropriate)

Extension to the maximum period of study for postgraduate research degrees – notes of guidance

1. The different purposes of extensions and suspensions are as follows: suspensions are used when a student needs to interrupt studies, for example, as a result of persistent family, health, or finance problems or employment or research opportunities; extensions are used where circumstances necessitate extension of the maximum period of study of the degree and may involve the payment of additional fees.
2. In the final year of registration for both full and part-time students, there will be a formal review of progress towards completion. This review will normally take place no later than four months before expiry of the period of registration. Any request for an extension must be made shortly after this review.
3. It is the overall responsibility of each Head of Department to ensure that the progress of research students is monitored adequately to avoid late requests for extensions to periods of study. Day to day responsibility is normally devolved to the student's supervisor, who should work with the student to ensure successful completion within the maximum period of study.
4. Departments will monitor annually the progress of their PhD/doctoral students.
5. Requests for extension must be made on the relevant form and should be accompanied by any relevant supporting documents, such as medical evidence or correspondence. Requests should be sent in the first instance to the Head of Department and must be accompanied by the written support of the supervisor.
6. There may be additional rules on extensions from a funding body. It is the responsibility of the Head of Department to confirm that arrangements and approval for the extension have been secured with any funding body that is involved.
7. Graduate Deans have the authority to sign off one or more extensions totalling a 12 month period. If the approval of an extension request takes the total period to over 12 months then the Vice-Chancellor must approve it. In all cases the extension request should be sent initially from the Department to the Graduate Dean of the Faculty.

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 an extension of study. Please see the website for further information: <http://www.bristol.ac.uk/international/studentsupport/immigration>

The relevant form should be used by all faculties in making requests for extensions to the maximum period of study.

These arrangements are intended to permit sufficient time for proper judgement to be exercised in respect of applications for extensions thus ensuring that the University's duty of care towards such candidates is fully discharged.

Please see the 'Regulations and Code of Practice for Research Degree Programmes for further information on extension requests: <http://www.bristol.ac.uk/esu/pg/copresearchdegrees.html>

(*PGRExtensionFormRevisedOctober2009*: <http://www.bristol.ac.uk/esu/pg/rdforms.html>)