

**Request to extend a deferral or redaction period for a research degree dissertation**

The former student, the main supervisor or, if relevant, the sponsor can request an extension to an existing agreed deferral or redaction period.

|  |  |
| --- | --- |
| **Student name** |  |
| **Student number** |  |
| **Student email address** |  |
| **Title of the dissertation**  |  |

**Who is making the extension request?**

[ ]  Former student

[ ]  Main supervisor.

[ ]  Sponsor. If sponsor, provide the organisation name: ………..

**What is the existing agreement?**

*Box 1 or box 2 must be completed. Box 3 is only relevant in exceptional circumstances.*

1. [ ]  A **deferral** of the whole dissertation until ……… [enter existing end date of deferral period].
2. [ ]  A **redaction** of parts of the dissertation until ……… [enter existing end date of redaction period].
3. [ ]  Deposit of the dissertation on a **secure University server** rather than on Pure for the approve period.

**What does the extension request cover?**

*Box 1 or box 2 must be completed. Box 3 is only relevant in exceptional circumstances.*

*You can request a change from a deferral to a redaction, or vice versa.*

1. [ ]  A **deferral** of the whole dissertation until ……… [enter new proposed end date of deferral period].
2. [ ]  A **redaction** of parts of the dissertation until ……… [enter new proposed end date of redaction period].
3. [ ]  Deposit of the dissertation on a **secure University server** rather than on Pure for the approved period. This can only be requested if there are evidenced contractual, security or safety obligations that make this necessary. Where this option is used, please provide the contact details for a University of Bristol staff member who can confirm if these obligations are still in force at the end of the approved period in the relevant box below.

**Provide details for the extension request including any relevant evidence in the box below.**

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**If the extension request includes new redactions, how will the student, supervisor and, if relevant, any sponsors manage the redaction process?**

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If the extension request covers the deposit of the dissertation on a secure University server, please provide details of the University of Bristol staff member who can confirm whether the contractual, security or safety obligations are still in force at the end of the approved period. This, for example, could be a supervisor, a programme director, or a manager in a centre for doctoral training.

This information may have been provided as part of the initial deferral or redaction request and, if so, should be restated here.

|  |  |
| --- | --- |
| Name |  |
| Role  |  |
| Email address |  |

**The former student must be aware of the extension request. If the main supervisor or a sponsor is completing this form, confirm that the former student knows the request is being made.**

[ ]  The former student is aware of the extension request.

[ ]  Not applicable – if student is completing this form.

**Signature**

|  |  |  |
| --- | --- | --- |
| **Signature** | **Print name** | **Date** |
|  |  |  |
|
| **Email address(required for response)** |  |

Please send the completed form electronically to the Academic Quality and Policy Office (AQPO) at pgr-exams@bristol.ac.uk. AQPO will arrange for a decision to be made by the Associate Pro Vice-Chancellor (PGR) including, where necessary, a recommendation from the Division of Research, Enterprise and Innovation (DREI).

The former student, main supervisor, Faculty PGR Director, Library Services and any sponsor included in the original deferral decision will receive notification of the decision, based on existing contact details.

AQPO/November 2024