### RESEARCH POSTGRADUATE STUDENT APPLICATION FOR EXTENSION PERIOD



Applications for an extension to the period of study **must normally be made at least 3 months in advance of the current submission date**.

Students can apply for an extension to their submission date following their supervised study (the period for which tuition fees are charged) for a **maximum of 12 months in any one instance**. Please note, students whose studies commenced prior to 1 August 2010 are automatically given an additional 12 months following the completion of their supervised study in which to complete their thesis and will only need to apply for an Extension Period should they be unable to submit their thesis within this time.

Extensions can be granted up to a maximum of 12 months in the first instance, but the combined period of supervised study and Extension Period will not normally exceed the following:

PhD, EdD 48 months (for previously full-time students) or 84 months (for previously part-time students)

EngD 60 months (for previously full-time students) or 96 months (for previously part-time students)

MPhil, MD or ChM 36 months (for previously full-time students) or 60 months (for previously part-time students)

Other Master’s 24 months (for previously full-time students) or 36 months (for previously part-time students)

Hence, students admitted with a supervised period of 42 months (such as those funded by NERC etc etc) would normally only be granted an Extension Period of 6 months in the first instance.

Students seeking an extension within the above timeframes, following the completion of their supervised study, must be able to demonstrate evidence of progress in their research and make clear the feasibility of submitting their thesis within the period of extension being sought. A **thesis plan (below) giving target dates for completion of each chapter must be completed.**

Extensions beyond the above limits will only be granted in exceptional circumstances, namely, **where the candidate’s work has been hampered by medical or personal or unexpected academic circumstances or exceptional circumstances arising from employment for which supporting documentary evidence can be made available** (see section 6 of the Code of Practice for Research Students for examples of what may constitute exceptional circumstances <https://www.abdn.ac.uk/staffnet/teaching/research-students-6125.php>). Students submitting an application for an “exceptional extension” must, again, demonstrate clear evidence of progress and **must submit a thesis plan giving target dates for completion of each chapter.**

**In no case will any extension be approved beyond the following maximum periods of study, which include the supervised period of study:**

PhD, EdD 60 months (for previously full-time students) or 96 months (for previously part-time students)

EngD 72 months (for previously full-time students) or 102 months (for previously part-time students)

MPhil, MD or ChM48 months (for previously full-time students) or 72 months (for previously part-time students)

Other Master’s36 months (for previously full-time students) or 48 months (for previously part-time students)

Students funded by one of the Research Councils must have any extensions beyond 48 months approved by the relevant Research Council in addition to having the approval of the University**. It is the responsibility of the student and the supervisor to keep the Research Council informed of any delays in submission.**

This application must be agreed and signed by the student and the Supervisors. A Graduate School Officer, on behalf of Senate, will consider the application and, if approved, confirmation will be sent to the student by e-mail and copied to the School.

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|  | **STUDENT DETAILS** | | | | | | |  |  |
|  | **Name of Student:** | John Doe | | | | | |  |  |
|  | **Student ID Number:** | 123456.0 | | | | | |  |  |
|  | **University e-mail address:** | johndoe@email.com | | | | | |  |  |
|  | **Degree Title:**  **(eg PhD in Chemistry)** | MSc Real Estate | | | | | |  |  |
|  | **Current Degree Programme start date:** | 01/09/22 | | | | | |  |  |
|  | **Current Degree Programme end date:** | 15/01/24 | | | | | |  |  |
|  | **Current thesis due date:** | Insufficient data | | | | | |  |  |
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|  | **Have you already had an extension to your thesis due date:** | Insufficient data | **YES** | |  | | **NO** |  |  |
|  | **If so, how many months in total have you been granted in extensions:** | Insufficient data | | | | | |  |  |
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|  | **Do you hold a Student Visa:** | No. | **YES** | |  | | **NO** |  |  |
|  | *Please note that if you require an extension to your visa as a result of this academic extension you must seek the advice of an International Student Advisor (located in the Hub) for support, as your visa is not automatically extended by submitting this form. Please seek their advice as soon as possible.* | | | | | | |  |  |
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|  | **Does your programme require ATAS clearance:** | Insufficient data | **YES** | |  | | **NO** |  |  |
|  | *Please note that if your programme requires ATAS clearance and you hold a visa, including Indefinite Leave to Remain, you are required to apply for an ATAS certificate at the time you apply for any extension to your studies that is in excess of 3 months. To minimise delays please apply for ATAS before submitting your extension application for approval* [*https://www.academic-technology-approval.service.gov.uk/*](https://www.academic-technology-approval.service.gov.uk/) *You will be contacted for your ATAS certificate by Registry once your form has been approved. Please note Registry cannot process your extension form without ATAS clearance.* | | | | | | |  |  |
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|  | **Please note that Sponsored students must keep their sponsors fully informed.** | | | | | | |  |  |
|  | **Funding body / Sponsor:** | Insufficient data | | | | | |  |  |
|  | **Has your sponsor been notified?** |  | **YES** |  | | **NO** | |  |  |
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|  | **EXTENSION DETAILS** | |  |
| **Number of months requested:** | 16 months |  |
| **Starting from (day/month/year):** | 01/09/22 |
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|  | **THESIS PLAN** |  |
|  | You must also include a thesis plan with this request giving target dates for completion of each chapter. A request for extension will not be approved without a thesis plan. Please expand box as necessary: |  |
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|  | **This form should now be signed by the student and Supervisors** | | | | | | |
| **Student:** | John Doe | **Date:** | | 10/01/24 | |  |
| **1st Supervisor:** | Dr. Smith | **Date:** | | 10/01/24 | |
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**Return form to:**

For the Business School, School of Divinity, History & Philosophy, School of Engineering, School of Geosciences, School of Language, Literature, Music & Visual Culture, Law School, School of Natural & Computing Sciences, or School of Social Sciences please return this form to the Postgraduate Research School, [pgrs-engagement@abdn.ac.uk](mailto:pgrs-engagement@abdn.ac.uk)

For the School of Biological Sciences, please return this form to [sbspgadmin@abdn.ac.uk](mailto:sbspgadmin@abdn.ac.uk)

For the School of Education, please return this form to [soe-research@abdn.ac.uk](mailto:soe-research@abdn.ac.uk)

For the School of Medicine, Medical Sciences and Human Nutrition please return this form to [pgr-mmsn@abdn.ac.uk](mailto:pgr-mmsn@abdn.ac.uk)

For the School of Psychology, please return this form to [psych@abdn.ac.uk](mailto:psych@abdn.ac.uk)

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|  | **Approved by Postgraduate Officer** | Yes |  |  |
|  | Date: | 10/01/24 |
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|  | **REGISTRY USE** | | | | | | | | | |  |
|  | **Previous submission date:** | | | 10/01/24 | **New submission date:** | | | 10/01/24 | |  | |
|  | | **Date changes made in SRS:** | 05/02/24 | | | **By:** | Dr. Smith | |  | | |
|  | | **Date letter written:** | 10/01/24 | | | **By:** | Dr. Smith | |  | | |
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