



**APPLICATION FOR AN EXTENSION OF
TIME IN WHICH TO SUBMIT A THESIS FOR A
RESEARCH DEGREE PROGRAMME**

Including MPhil, Professional Doctorates, Integrated PhD and
Staff Candidates, and students under examination

All sections of this form must be completed

SECTION 1 - To be completed by CANDIDATE

STUDENT DETAILS:		
Name of Student:	University email address: _____@ncl.ac.uk	
Student Number:	<i>(The outcome of your application will be communicated to you via this email address)</i>	
Name of Supervisor(s):	School / Institute:	
Programme:	Stage:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Combined <input type="checkbox"/>
Sponsor: <i>(e.g. Research Council / Embassy / Other)</i>	Initial Registration Date:	
Visa Expiry Date (where appropriate):		
Is this application being submitted to update an existing extension application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

DETAILS OF PERSONAL EXTENUATING CIRCUMSTANCES: <i>(please tick)</i>		
Medical <input type="checkbox"/>	Personal <input type="checkbox"/>	Other <input type="checkbox"/>
Current deadline for submission: Date:.....		
Proposed new deadline for submission: Date:.....		
A proposed new deadline for submission <u>must</u> be stated otherwise your application cannot be processed.		
<i>Please provide as full an explanation as possible of the reasons for your request. Please be specific about the problem, be precise about how your studies have been affected and explain any delays in submitting this form.</i>		
<i>You should also include a plan illustrating how you intend to complete the thesis by the new deadline stated above.</i>		
Details: 		
<i>Continue on a separate sheet if necessary</i>		

EVIDENCE: (please tick and ensure that the evidence is submitted with your application. Note that applications submitted without any evidence will be unlikely to be successful)

Medical Note <input type="checkbox"/>	Wellbeing Memo <input type="checkbox"/>	Other <input type="checkbox"/>
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A copy of your most recent Annual Progress Review panel report must also be submitted

Signature (student):	Have you consulted your supervisor(s)?	
..... Date:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 2 - To be completed by the ACADEMIC SUPERVISOR

Signature (academic supervisor):	Do you support this request?	
..... Date:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please provide a statement outlining the reasons for your decision. Please state if, in your view, the student's progress and attendance at supervisory meetings, research training, fieldwork and in the laboratory (if relevant) is satisfactory and they should be permitted to continue.

Details:

Continue on a separate sheet if necessary

SECTION 3 - To be completed by the HEAD OF SCHOOL or NOMINEE

Signature (Head of School or Nominee):	Do you support this request?	
..... Date:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please provide additional comments if relevant:

Details:

Continue on a separate sheet if necessary

STUDENTS IN THE FACULTIES OF HASS AND SAGE SHOULD RETURN THIS FORM TO THE RESEARCH STUDENT SUPPORT TEAM, LEVEL 2, KING'S GATE. MEDICAL SCIENCES SHOULD RETURN THIS FORM TO THE MEDICAL SCIENCES GRADUATE SCHOOL, 3RD FLOOR, RIDLEY BUILDING 1.

Brief guidance notes to students:

- Students granted extensions of time will be required to register as ‘extended submission’ candidates and pay tuition fees as stipulated in the University’s fee schedule.
- Extensions of more than 12 months will not be considered.
- An extension may only be granted by the appropriate Dean of Postgraduate Studies, subject to you providing strong justification, supported by evidence.
- Do not assume that your request will be approved. Until you are informed of the decision approved by the Dean of Postgraduate Studies, you need to continue with your studies as normal.
- Ensure that every section of the application form has been completed and evidence attached. Incomplete forms and those without evidence will be returned to your School/Institute, which will result in a delay to your application being considered.
- Ensure that any additional sheets or documents are clearly marked with your name and student number and securely attached to your application.
- You will be informed of the outcome by email so please check your University account regularly.
- If you are in receipt of a studentship (other than from Newcastle University or UK Research Councils), it is your responsibility to notify your sponsor of your extension to your deadline.
- If you are in receipt of a studentship from a UK Research Council you must ensure that your extension complies with the terms and conditions of your studentship. Before submitting your application, please inform the Research Student Support Team / Graduate School Administrator of your intentions and they will advise you accordingly.
- If you are currently in the UK as the holder of a visa (in any category) please be aware that it may *not* be possible for the University to support an extension to your visa as a result of the extension to your thesis submission deadline.

DECISION			
<i>As the Dean of Postgraduate Studies, I deem that this extension is an appropriate response to the student’s personal extenuating circumstances (please tick) and will ensure that the student is informed of this decision:</i>			
Request Approved <input type="checkbox"/>		Request <i>not</i> approved <input type="checkbox"/>	
Comments:		Reasons: (e.g. lack of evidence, circumstances not relevant)	
Signature:	Date:	Signature:	Date:

RESEARCH STUDENT SUPPORT TEAM PROCESSES			
Action Taken:		Signature (RSST):	Date:
Student emailed decision (cc. supervisory team; PGR support secretary and Finance Office)	<input type="checkbox"/>		
Student Record updated	<input type="checkbox"/>		