### https://www.abdn.ac.uk/staffnet/documents/secure/UoA_Primary_Logo_RGB.jpg

### RESEARCH POSTGRADUATE STUDENT

### APPLICATION FOR EXTENSION PERIOD

Students may apply to Senate for an extension to their submission date if unexpected circumstances have affected progress and additional time is required to complete their thesis. This request should only be made after reading [General Regulations 18 and 19 for Research Degrees](https://www.abdn.ac.uk/registry/calendar/postgraduate-regulations.php) and the relevant information on extension in [Code of Practice for Postgraduate Research Students](https://www.abdn.ac.uk/staffnet/teaching/research-students-6125.php) , and having discussed and agreed the duration of the extension with their supervisor. A School Postgraduate Research Officer, on behalf of Senate, will consider all applications and, if approved, confirmation will be sent to the student by e-mail.

If a student requires an extension to supervised study, please refer to the guidance in the [Code of Practice for Postgraduate Research Students](https://www.abdn.ac.uk/staffnet/teaching/research-students-6125.php).

**Student Support**

* The [Student Advice and Support team](https://www.abdn.ac.uk/students/support/student-advice-support-office.php) offer confidential advice and support on a range of issues including mental health and wellbeing, support for disabled students including specific learning differences (please also refer to [Guidelines for Disabled Postgraduate Researchers](https://www.abdn.ac.uk/staffnet/teaching/supporting-students-6126.php)) and money matters. The Student Advice and Support team and the disability team can be contacted by email student.support@abdn.ac.uk.

**Regulatory Notes**

* Extensions can be granted up to a maximum of 12 months in the first instance.
* Extensions will normally only be approved where the combined period of supervised study and extension period requested does not exceed the normal periods of study stated in [General Regulation 18 for Research Degrees](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.abdn.ac.uk%2Fregistry%2Fcalendar%2Fdocuments%2FScheduleA.doc&wdOrigin=BROWSELINK).
* Extensions which go beyond the normal extension periods will only be granted in exceptional circumstances as per [General Regulation 19 for Research Degrees](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.abdn.ac.uk%2Fregistry%2Fcalendar%2Fdocuments%2FScheduleA.doc&wdOrigin=BROWSELINK) and require additional approval by Head of School and the Dean for Postgraduate Research. Extension request beyond the following maximum periods of study stated in the [General Regulation 19 for Research Degrees](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.abdn.ac.uk%2Fregistry%2Fcalendar%2Fdocuments%2FScheduleA.doc&wdOrigin=BROWSELINK) **will not normally be approved**.
* It is the student’s responsibility to ensure the application is submitted **three months** in advance of the current submission deadline as per [General Regulation 18 for Research Degrees](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.abdn.ac.uk%2Fregistry%2Fcalendar%2Fdocuments%2FScheduleA.doc&wdOrigin=BROWSELINK). Failure to do so may result in the lapse of a submission deadline and withdrawal of the student (and access to University resources).

**Studentship Notes**

* Students funded by one of the UK Research Councils are expected to submit their completed thesis for examination within the supervised period of study. Any extensions must be approved by the relevant Research Council in addition to having the approval of the University**.** This will be arranged through the Postgraduate Research School on the PGR student’s behalf. The PGRS Studentships team should be contacted for advice prior to submission of an extension request.
* US students funded through the Federal Direct Loan programme should contact usaloans@abdn.ac,uk in advance of any changes to study. Further information can be found here. [US Loans | Students | The University of Aberdeen (abdn.ac.uk)](https://www.abdn.ac.uk/students/finance/us-federal-direct-loans.php#panel5328)

**Immigration Notes**

* A student visa is not automatically extended with an academic extension. Students should seek advice from the International Student Advisersprior to submitting an extension application.
* 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 3 months or more. To minimise delays please [apply for ATAS](https://www.academic-technology-approval.service.gov.uk/) before submitting your extension application for approval. Registry cannot process an extension form without ATAS clearance.

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| Section 1: Your Details |
| Name: |  |
| Student ID Number: |  |
| University email address: |  |
| Degree title: |  |
| Current Degree Programme Start Date: |  |
| Degree programme original duration (as stipulated in admission letter) |  |
| Current thesis submission date: |  |
| Do you hold a Student Visa:Please see Visa guidance | Yes [ ]  No [ ] If yes, please include Visa expiry date: **Please note** your visa is not automatically extended with an academic extension. Please seek advice from the International Student Advisersas soon as possible. |
| Does your programme require ATAS clearance?Please see ATAS guidance | Yes [ ]  No [ ] **Please note** that if your topic of research requires ATAS clearance and you are extending your submission date by 3 or more months or if you are changing your research topic, you will need to apply for and receive your ATAS certificate before your study extension can be processed by the Registry Team |

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| Section 2: Extension Details |
| Have you previously had an extension to your submission date approved? | Yes [ ]  No [ ]  If yes, please include total number of months previously approved: \_\_\_\_ |
| Has your sponsor been informed of this extension request?  | Yes [ ]  No [ ]  Not applicable [ ]  |
| Length of extension (in months) that you are requesting. |  |
| Proposed new submission date: |  |
| Reason for extension |  |

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| Section 3: Thesis Plan |
| Please include a thesis plan demonstrating how the requested time will be used to **complete the thesis** **write up**, including target dates for completion of each chapter, turnaround times to receive and address feedback and time to address feedback. A request for an extension will not be approved without a thesis plan. Please note, an extension can only be approved **up to the point of thesis submission**. Any applications requesting, or including, additional time following the submission of the thesis (e.g., the period of time until the viva data or to complete corrections after the viva) **will not be approved**. |
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| Section 4: Student Confirmation |
| I understand that by signing this form I am confirming:* The extension requested does not exceed **12 months duration**
* I expect to complete my thesis in the time requested
* It is my responsibility to ensure the application is submitted **three months** in advance of the current submission deadline as per [General Regulation 18 for Research Degrees](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.abdn.ac.uk%2Fregistry%2Fcalendar%2Fdocuments%2FScheduleA.doc&wdOrigin=BROWSELINK).
* The combined period of supervised study and extension period requested **does not** exceed the normal periods of study stated in [General Regulation 18 for Research Degrees](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.abdn.ac.uk%2Fregistry%2Fcalendar%2Fdocuments%2FScheduleA.doc&wdOrigin=BROWSELINK):
* If the combined period of supervised study and extension period requested **does** exceed the normal periods of study, the duration requested does not exceed maximum periods of study as stated in [General Regulation 19 for Research Degrees](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.abdn.ac.uk%2Fregistry%2Fcalendar%2Fdocuments%2FScheduleA.doc&wdOrigin=BROWSELINK).
 |
| Signed |  | Date  |  |

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| Section 5a: Lead Supervisor Confirmation |
| Optional: Please use this space to include any comments or extra information, such as any additional conditions or support agreed with student to meet as part of the extension * I understand that by signing this form I am confirming the thesis plan is feasible and I expect the student to complete in the time requested.
 |
| Signature |  | Print Name  |  |
| Date |  |  |

**Please return form to:**

Postgraduate Research School at pgrc@abdn.ac.uk copying in your [School PGR Administrator](https://www.abdn.ac.uk/pgrs/pgr-handbook/key-contacts-497.php).

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

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|  | **POSTGRADUATE OFFICER APPROVAL** |
| **Signature** |  |  |  |
| **Print name:** |  | **Date:** |  |
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| **REGISTRY USE** |
|  | **Previous submission date** |  | **New submission date:** |  |  |
|  | **Date changes made in SRS:** |  | **By:** |  |  |
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