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| In exceptional circumstances an extension to the period of study can be requested. An extension must be requested at least two months prior to the maximum end date. This form should be completed by the Postgraduate Research (PGR) student, emailed to Principal supervisor for approval, and then forwarded to the Graduate School for further action. Supporting information must be attached as appropriate. |
| Graduate Schools should email a copy of the completed form and supporting evidence to the College PGR Office at pgrcse@ed.ac.uk  |
| Please refer to the PGR Degree Regulations and Programmes of Study, at <http://www.drps.ed.ac.uk/>, and guidance for interruption and extension of study, at <http://www.ed.ac.uk/files/atoms/files/pgrinterruption.pdf> before completing this form. |
| Please note before completing:* The total period of authorised extension(s) to period of study will not exceed 24 months.
* Any single period of extension must not exceed 12 months.
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| Student Surname |   | Student Forename |   |
| School |   | UUN |   |
| Tier 4 visa holder(tick) | Yes [ ]  | No [ ]  |  |  |

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|  **Requested Extension Dates** |
| Start date of Extension | End date of Extension | Total months(whole months only) | Current Max End Date(as per EUCLID record) | Proposed Max End Date |
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| **Reasons for Extension to Period of Study Request**  |
| Please provide details of the reason an extension is necessary (box will expand with text). |

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| **Progress to Date and Completion Timetable**Please include the following:* What progress has already been made on the research programme and how near to complete is the thesis?
* What percentage of each chapter is complete?
* Give a plan and timetable for completion, with milestones against which progress can be measured (such as completed thesis chapters).

The University expects the student’s sole academic focus to be upon completing their thesis (not upon, for example, writing research papers). |
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| Supporting Documentation *(please list any documentation that you are attaching to this form)* |  |

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| For Tier 4 students only:Please tick to confirm you have sought advice from Edinburgh Global about impact of extension on visa status(<http://www.ed.ac.uk/global/student-advisory-service>) | [ ]  |

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| Please state your source of funding:*e.g. self-funded, EPSRC etc.* |  |
| Please tick to confirm that you have sought advice about the impact of an extension on your funding | [ ]  |

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| APPROVED BY | Print Name | Signature | Date |
| Student\* |  |  |  |
| Supervisor\* |  |  |  |
| Head of Graduate School\* |  |  |  |
| College\* |  |  |  |

*\*An e-mail from the student/supervisor/HoGS/College Dean confirming approval is acceptable*

**For completion by the College Office once EUCLID updated**

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| --- | --- | --- | --- |
| Name |  | Date |  |

**Document control (College Office use only)**

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| Date approved: 14 July 2017Start date: 1 August 2017 | Amendments:  | Date for next review: April 2018 |
| Contact: Academic Policy Officer | Department: Academic Affairs, College of Science and Engineering | Email: pgrcse@ed.ac.uk |