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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 the Principal supervisor for approval, and then forwarded to the Graduate School for further action. Supporting information should 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](mailto:pgrcse@ed.ac.uk). |
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| Please refer to the PGR Degree Regulations and Programmes of Study, at <http://www.drps.ed.ac.uk/> |
| and the Code of Practice for Supervisors and Research Students at [Code of Practice 2021 (ed.ac.uk](https://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf) (Section 5.3).  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 Details** |  | |  |  |
| Student Surname |  | | Student Forename |  |
| School |  | | UUN |  |
| Student Route/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 Student Route/Tier 4 visa holders only:  Please tick to confirm you have sought advice from the University Student Immigration Service about impact of an extension on your visa status  <https://www.ed.ac.uk/student-administration/immigration/contact-us> |  |

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

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| Graduate School / Supervisor comments (optional) |
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| **APPROVED BY\*** | **Print Name** | **Signature** | **Date** |
| Student |  |  |  |
| Supervisor |  |  |  |
| Head of Graduate School |  |  |  |
| College |  |  |  |

*\*Emails confirming approval are acceptable*

For details on why we need this information and how we use it, please see:

<https://www.ed.ac.uk/academic-services/students/privacy-notices>

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

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| Date approved: 1 April 2022  Start date: 1 April 2022 | Amendments:  Added link to Code of Practice for Supervisors and Research Students  Updated link to Student Immigration Service  Included references to Student Route visa (formerly Tier 4) | Date for next review: April 2023 |
| Contact: Postgraduate Research Support Officer | Department: Academic Affairs, College of Science and Engineering | Email: [pgrcse@ed.ac.uk](mailto:pgrcse@ed.ac.uk) |