*This form can be used to request an extension to a deadline at the end of your studies. MLitt and PhD students have maximum periods of registration as indicated in the Research Student Handbook and so extensions can only be granted in specific circumstances. If your request is based on medical grounds, evidence such as a letter from a qualified professional should be presented along with this form.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PART 1: to be completed by the student | | | | |
| Name |  | | | |
| School / Department |  | | | |
| Date of first registration |  | | | |
| PT / FT |  | | | |
| Thesis / project title |  | | | |
| Have you already submitted an ‘Intention to Submit Form’ | | | | Y/N |
| Current deadline |  | | | |
| Proposed deadline |  | | | |
| Reason for extension |  | | | |
| PART 2: to be completed by the supervisors | | | | |
| Name of principal supervisor | |  | | |
| Other supervisor | |  | | |
| Do you support this request? | | | Y/N | |
| Do you agree to the proposed deadline? | | | Y/N | |
| Signature/s |  | | | |
|  |  | | | |

*This form should now be sent by the supervisor to the Head of Academic Affairs for approval and to Student Records for noting. If an examination panel has been approved, the supervisor also needs to advise the chair of the panel of any changes in the examination schedule, if the extension request is approved.*