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**RESEARCH DEGREES EXTENSION REQUEST FORM**

**INSTRUCTIONS**

To apply for an extension please complete the application form below, providing appropriate documentary evidence to support your request. Please ensure you have read the Guidance Notes and the [Research Degrees Extensions Policy](https://lshtm.sharepoint.com/sites/assets/policies/Documents/research-degrees-extensions-policy-and-procedure.pdf) and understand the permissible and non-permissible grounds for extensions prior to submitting your application. You may also find the [FAQs](https://lshtm.sharepoint.com/sites/student-doctoral-college/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fstudent%2Ddoctoral%2Dcollege%2FShared%20Documents%2Fresearch%2Ddegree%2Dextensions%2Dfaq%2Epdf&parent=%2Fsites%2Fstudent%2Ddoctoral%2Dcollege%2FShared%20Documents) document helpful.

Completion of this form represents an application for an extension to an assessment deadline and/or the maximum period of registration only; it does not constitute approval of the request. Upon processing this application, the School will formally notify a student of the decision to approve or decline the extension request in writing to the student’s School email account. The School will verify and confirm a student’s eligibility to be granted an extension, which will take into account, where applicable, the student’s legal right to remain in the UK for study purposes for the duration of the extension period.

If you are in receipt of a studentship or other funding, an extension does not necessarily mean that you will receive additional funding. Students should contact their funder or training programme management team to establish the availability (or otherwise) of extension funding and whether unfunded extensions are permissible under the funder’s rules. Students are also required to liaise with the School’s [Student Finance team](https://www.lshtm.ac.uk/study/studentservices/registry-office) in the Registry to confirm these arrangements.

**Overseas students** are responsible for checking their Visa status, discussing their circumstances with the [Visas and Immigration team](https://www.lshtm.ac.uk/study/visas-and-immigration) ([visa-enquiries@lshtm.ac.uk](mailto:visa-enquiries@lshtm.ac.uk)) and ensuring full compliance with UK Home Office requirements

**SECTION A – PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Family Name** | **First Name** | | **Student ID Number** |
| **Department** | | **Faculty** | |

**SECTION B – SUPERVISORY TEAM**

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| --- | --- |
| **First Supervisor** | **Co-Supervisor(s)** |

**SECTION C – REGISTRATION DETAILS**

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| **Degree Programme** | | | Choose an item. | |
| **Mode of Study** | | | Choose an item. | |
| **Registration Date** | | | Click or tap to enter a date. | |
| **Type of extension required (please choose ONE option only)** | | | | |
| *Requests**≤3 months reviewed by the FRDD and your DRDC (upgrading and thesis submission deadlines).* | | *Requests >3 months reviewed by an Extensions Panel (FRDD, independent FRDD, Head of Doctoral College).* | | |
| ≤3 months to Upgrading **report submission** deadline |  | >3 months to Upgrading **report submission** deadline | |  |
| ≤3 months to Upgrading **completion** deadline |  | >3 months to Upgrading **completion** deadline | |  |
| ≤3 months to Thesis/Portfolio submission deadline |  | >3 months to Thesis/Portfolio submission deadline | |  |
| ≤3 months to post-viva Thesis/Portfolio corrections deadline |  | >3 months to post-viva Thesis/Portfolio corrections deadline | |  |
| **Length of Extension Request (months)** | |  | | |
| **Starting date for period of extension** | | Click or tap to enter a date. | | |
| **Reason(s) for extension request** | |  | | |
| **Is your Supervisor providing a letter of support?**  *Mandatory for Upgrading submission and completion extensions; optional for other extension requests.* | | Choose an item.  *Supervisors should send their letter directly to the FRDM.* | | |
| **Do you have a learning support agreement?**  *Will be considered alongside your extension application.* | | Choose an item. | | |
| **Have you discussed any relevant issues with Student Support Services?**  *These may include disability, medical, mental health, or any other relevant factor(s).* | | Choose an item.  *Student Support Services will advise the FRDD and/or Extensions Panel without divulging confidential details.* | | |
| **Supporting Documentation**  *List accompanying documents and confidential documents under review by Student Support Services.* | |  | | |

**SECTION D – SUMMARY OF WORK TO BE DONE DURING EXTENSION PERIOD**

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| --- | --- |
| **Summary of work that must be completed before submission of your work for assessment** |  |
| **Action plan to complete this work within the extension period**  *Please attach a GANTT chart* |  |
| **If requesting an extension to upgrading submission or completion, please outline how subsequent deadlines (including thesis submission) will be met.**  *Include details in the GANTT chart* |  |

**SECTION E – DECLARATION & SIGNATURE**

I declare that I have read and understood the [Research Degrees Extensions Policy](https://lshtm.sharepoint.com/sites/assets/policies/Documents/research-degrees-extensions-policy-and-procedure.pdf) and that, to the best of my knowledge, the information provided in this application form and supporting documentation is true and accurate.

|  |  |
| --- | --- |
| **Signature** | **Date**  Click or tap to enter a date. |

**Please submit your signed Extension Request Form by email to your Faculty Research Degrees Manager.**

**SECTION F – FACULTY REVIEW AND APPROVAL**

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| **Details of deadline under consideration**  Deadline: Choose an item. Current due date: Click or tap to enter a date. |

***Extensions of ≤3 months:***

|  |  |
| --- | --- |
| **Departmental Research Degrees Coordinator recommendation** Choose an item.  *For upgrading or thesis submission.* | |
| **Comments** | |
| **Signature** | **Date**  Click or tap to enter a date. |

|  |  |
| --- | --- |
| **Faculty Research Degrees Director decision** Choose an item.  *For upgrading, thesis submission or post-viva thesis corrections.* | |
| **Approved extension period:**       **months** | |
| **Comments** | |
| **Signature** | **Date**  Click or tap to enter a date. |

***Extensions of >3 months:***

|  |  |
| --- | --- |
| **Extension Panel decision** Choose an item. | |
| **Approved extension period:**       **months** | |
| **Dept Research Degrees Coordinator** | **Signature** |
| **Faculty Research Degrees Director** | **Signature** |
| **Independent FRDD** | **Signature** |
| **Head of Doctoral College** (*if required*) | **Signature** |

*Once a decision is reached the FRDM should notify the student and supervisor of the outcome and, if approved, forward a copy of the completed Extension Request Form to* [*studentrecords@lshtm.ac.uk*](mailto:studentrecords@lshtm.ac.uk) *so that the student’s formal School record can be updated accordingly.*

**SECTION G: FOR REGISTRY USE**

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| Approved by Head of Student Records / Student Records Manager | Date |
| Tuition Fees Manager - Tuition fees and/or loans amended (if applicable) | Date |
| Noted by Immigration Advisory Service / UKVI informed (if applicable) | Date |
| Student Record updated in SITS (if applicable) | Date |
| Student Informed by Student Records team | Date |
| Approved by Head of Student Records / Student Records Manager | Date |