|  |
| --- |
| 2Line2ColCMYK_CS3.pngExtension To Study - Student Request Form |

|  |
| --- |
| **An Extension to a student’s period of study is exceptional and a strong case is required before an extension will be considered.**  Only **if a student is approaching their thesis submission deadline, but their progress has been hampered by unforeseen difficulties and hence more time is needed for completion of the thesis, may an Extension be appropriate.** The College committee will not consider requests for extensions based solely on the need for more time to complete.  Students who are within their maximum period of study and are **unable to study** should apply for an Authorised Interruption of Study (AIS).  <https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/postgraduate-research-student-office/information-for-staff-and-current-students/concessions-for-research-students/authorised-interruption-study>  Students must discuss progress with their Principal Supervisor to agree the appropriate concession request.  **Application Process**  Requests for extension should normally be submitted no less than **2 months** before the maximum Thesis submission date, or as soon as the problem has been disclosed or discussed.  **The maximum total period of extension is 24 months, however one period of authorised extension of study must not exceed 12 months.**  You should send the completed form via your University email account, along with any supporting evidence, to your Principal Supervisor or Graduate School Office who will then submit to the Online Concession System via the College Sharepoint page: [PG Research Student Office (sharepoint.com)](https://uoe.sharepoint.com/sites/hss/college-office/PGO)  All applications are then subject to the approval of the College PG Examination Committee.  Supporting information (such as medical certs, study plan, letters from supervisors, letters from employers) should be attached as appropriate.  **Further Information**  <https://www.ed.ac.uk/arts-humanities-soc-sci/research-students/postgraduate-research-student-office/information-for-staff-and-current-students/concessions-for-research-students/extensions-for-pgr-students>  Requesting an Extension to study may have financial and visa implications. You are encouraged to speak with an advisor at the Edinburgh University Students’ Association Advice Place who can provide independent advice about the potential implications of taking an Extension.  <https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/>  **Continuation fees**  The student is responsible for paying the fee associated with an authorised extension. <https://www.ed.ac.uk/student-funding/tuition-fees/postgraduate/other-fees>  International students may also wish to speak with a member of staff at the Student Immigration Service who can provide advice and guidance in relation to any visa implications which may arise as a consequence of taking an Extension.  https://www.ed.ac.uk/student-administration/immigration |

|  |  |  |  |
| --- | --- | --- | --- |
| **Students’ Name:** |  |  |  |
| **School:** |  | **UUN:** |  |
| **Programme of Study:** |  | **Qualification Sought:** |  |
| **Programme Start Date:** | Click here to enter a date. | **Previously Part-Time/Full-Time:** |  |

|  |  |
| --- | --- |
| Current Funding Source (Self, ESRC,AHRC, PCDS, College, etc.) |  |
| Has the Student ever been in receipt of support funding? |  |

**Details of Concession Requested**

|  |  |
| --- | --- |
| **Current Max End Date** | Click here to enter a date. |
| **Number of Months Extension requested** | Maximum 12 months |
| **Proposed Max End Date** | Click here to enter a date. |

|  |  |  |  |
| --- | --- | --- | --- |
| **STUDENT STATEMENT - REASONS FOR CONCESSION** *(Space will expand with text)* | | | |
|  | | | |
|
| **Supporting Information**: Extension requests **must** include;  (1) an explanation of the circumstances preventing submission within the normal maximum period,  (2) details of the student’s work completed to date, and  (3) a timetable to completion, including interim deadlines. | | | |
| Supporting Doc Attached |  | | |
| **Sharing of Information**  Schools/Colleges will only share information regarding your Extension request with staff who have a legitimate need to access the information in order to consider your case or to provide you with support in relation to the issues raised. | | | |
| Student Signature: |  | Date: |  |
| May be emailed from student email account in lieu of signature | | | |