Before completing the form please read the following information carefully

**There may be serious financial implications if you extend your studies and you are strongly advised to consult your PGR Support Team before completing this form.**

Please also read the following document which gives guidance on all matters relating to your status and periods of study:-

## [TQA: Periods of Registration and Changes to Registration Status for Graduate Research Students](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/%22%20%5Cl%20%22extension)

1. **Tuition fees:** You will be liable for any fees charged for the period you have extended your registration for.
2. **Accommodation Charges:**  Please contact the [Accommodation Office](http://www.exeter.ac.uk/accommodation/contact/accommodationteam/) if you live in University Accommodation and require an extension to your contract.
3. **Research Council Funded Students:** You should refer to the terms and conditions of your award to see if permission is required from your Research Council or Nominated HEI contact before the University can approve an extension to your studies. All students funded by a UK Research Council must submit their extension form to their PGR Support Team (see your [College Handbook](http://www.exeter.ac.uk/doctoralcollege/support/studenthandbook/) for details)
4. **Sponsorship, Studentships and Loans**: It is your responsibility to check with your funding provider how applying for an extension may affect your funding before you apply. The Doctoral College will not check the conditions on your behalf.
5. **International Students:** If your revised end date is extended beyond your current Student visa, you are likely to need to extend your visa. Depending on your situation, it may be possible to submit a visa application from inside the UK, but there are some restrictions. Read the information [here](https://www.exeter.ac.uk/students/international/applyingforavisa/studentvisas/) and [contact](https://www.exeter.ac.uk/students/international/accessourservice/) the International Student Support team for advice on your individual situation if you have any concerns. If your programme required an ATAS certificate, read [here](https://www.exeter.ac.uk/students/international/applyingforavisa/studentvisas/atas/) for details. You do not need authorisation from International Student Support to submit this request.
6. **Students in Debt:** Please contact sid@exeter.ac.uk without delay to make appropriate arrangements to settle your debt to the University of Exeter.
7. **Address Details:** Please ensure we have your correct home and correspondence address details on record. If you need to change your record please log into iExeter and click on the Student Record System tile.
8. Please refer to the University Calendar for reference to the full Finance Regulations at:

http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/finance/

**General advice:** Students’ Guild Advice Unit - 01392 723520 (Exeter Campuses)

FXU Advice Service - advice@fxu.org.uk (Cornwall Campus)

**Academic advice:** Contact your PGR Support Team (see your [College Handbook](http://www.exeter.ac.uk/doctoralcollege/support/studenthandbook/) for details)

**Financial advice:** Student Information Desk sid@exeter.ac.uk;

0300 555 0444 (UK); +44(0) 1392 724724 (International)

**Accommodation advice:** sid@exeter.ac.uk (Exeter Campuses)

accommodation@fxplus.ac.uk (Cornwall Campus)

**Once you have completed the form below, please return it, along with any supportive documentation to your PGR Support Team (see your** [College Handbook](http://www.exeter.ac.uk/doctoralcollege/support/studenthandbook/) **for details)**

**Section 1 Student details**

**Your details**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Student Number** |  |
| **Programme** |  |
| **Fee Status**  | [ ] Home/EU [ ] International  |
| **Date of entry** | 24th September 2017 |
| **Mode of Attendance**  | [ ] Full Time [ ] Part Time (Please confirm FTE) [ ] Continuation Status 0.5 0.6 0.7 0.8 0.9 |

**Finance and Funding:** Please read point 5 above

|  |  |
| --- | --- |
| **Have you received a scholarship for fees and/or maintenance for your studies from a sponsor, the University of Exeter or Research Council?** | [ ] Yes [ ] No If yes, please state: |
| **Do you receive fees and/or maintenance from the US Federal Aid Scheme?**  | [ ] Yes [ ] No  |
| **Are you in receipt of a Doctoral Loan from Student Finance England (or a loan from another loan provider)?** | [ ] Yes [ ] No  |

**International Students:** Please read point 6 above

|  |
| --- |
|  [ ]  I can confirm that I have read the information above. |

**Information concerning your request to extend your studies**

|  |  |
| --- | --- |
| **Extension start date**  |  |
| **Extension end date** |  |
| **For the following reason** |  |
| **Supporting documents**Documents are required to be held on your College file. | [ ]  outline of work completed against each chapter heading [ ]  a work-plan and schedule for completion*Applications without required documentation will not be considered.* |

**Student’s Declaration**

|  |  |
| --- | --- |
| [ ]  I confirm that the information supplied in this document and the attachments have been provided by myself and I agree to the terms of the extension as detailed in the [TQA: Periods of Registration and Changes to Registration Status for Graduate Research Students](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#extension) *(please tick)*[ ]  I understand and accept that by requesting an extension, that I may be issued with a warning of unsatisfactory progress and engagement, in line with the [Code of Good Practice: Unsatisfactory Progress and Engagement](https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/lts/unsatisfactoryprogress/) procedures *(please tick)* | [ ] SignatureOR[ ] Submission via email |
| Date |  |

**Section 2 Supervisor Approval**

|  |  |
| --- | --- |
| [ ]  I confirm that I have discussed and agreed the attached outline of work completed against each chapter heading is representative of the work completed[ ]  I confirm that I have discussed the attached work-plan and schedule for completion and that the remaining work is achievable in the suggested extension period.[ ]  I recommend approval of this request | [ ] SignatureOR[ ] Submission via email |
| Date |  |

**Section 3 PGR Support Office Approvals**

|  |  |
| --- | --- |
| For UKRI funded students, this extension application has been checked with the relevant Support Officer and the request has been: |  [ ]  Approved [ ]  Not Approved |
| Date |  |

**Section 4 Pro-Vice-Chancellor and Executive Dean of College Signature**

|  |  |
| --- | --- |
| [ ]  I confirm that I am satisfied that the student can submit their thesis in the period requested according to the work-plan and schedule attached and approve this request.  | [ ] SignatureOR[ ] Submission via email |
| Date |  |