**Application for a PGR Progression Extension**

You can use this form to request a short school extension to the submission of:

* Your research support plan;
* Your progression monitoring report; or
* Submission of amendments after a progression viva.

The maximum amount of time you can request is 4 weeks for full-time candidates and 8 weeks for part-time candidates.

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| **Section 1: Your Details** | |
| **Name:** |  |
| **Student Number:** |  |
| **Degree:** | Select your degree |
| **Main Supervisor:** |  |

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| **Section 2: Extension Request** | |
| **What activity are you requesting an extension for?** | Research Support Plan  Progression Report  Amendments to Progression report |
| **Current submission deadline** | Select date |
| **Length of extension you are requesting** |  |
| **On what grounds are you requesting this extension?** |  |
| **Have you discussed this with your supervisor?** | Yes  No |

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| **Section 3: Your Confirmation** | | | |
| I understand that:   * By signing this form I am confirming that I have read and understood the guidance notes attached to this application form; * If this application is approved, it will not change the date of my next submission point or result in a change to the final submission deadline under any circumstances; * I will be expected to complete the progression monitoring assessment in full before the end of the academic year to allow me to re-register. | | | |
| Signed: |  | Date: | Select date |

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| **Section 4: Supervisor Approval** | | | |
| Comments: | | | |
| Main Supervisor Name: |  | | |
| Main Supervisor Signature: |  | Date: | Select date |

# **To be completed by your School**

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| **Section 5: Director of Graduate Education Approval** | | | |
| Director of Graduate Education Name: |  | | |
| Director of Graduate Education Signature: |  | Date: | Select date |

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| **Section 6: School PGR Admin** | |
|  | PGR informed of outcome, cc Main Supervisor  Update ASIS RDS ‘Notes’ with the outcome  Update School local records  Upload a copy of the application and the outcome sent to the PGR to Wisdom (personal circumstances folder) |