**Application for a period of additional time in active research**

**Before completing this form, please read the** [**Guidance on options at the end of your programme.**](https://www.hud.ac.uk/registry/current-students/pgr/end/optionsatendofprogramme/)

You must submit this form at least three months before your course end date.

Your application will need support from your supervisor and you will need to return the form to your [School](https://www.hud.ac.uk/registry/current-students/pgr/contacts/) PGR Admin Team for consideration by the School’s Director of Graduate Education.

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| Section 1: Your Details | | | | |
| Student name: |  | | | |
| Student Number: |  | | | |
| School: | Select your school | | | |
| Degree: | Select your degree | | **Mode:** | FT  PT |
| Supervisor Names: |  | | | |
| Programme Start Date: | Select date | | | |
| Programme End Date: | Select date | | | |
| Title of thesis: |  | | | |
| Are you studying on a Student Visa? | | Yes\*  No | | |
| \*If you are an international student on a Student (or Tier 4) visa, and the length of additional time requested will take you beyond the expiry of your visa, you will be required to make a new Student visa application at your own expense prior to the expiry of your current visa.  You must [contact the Immigration & Compliance team](mailto:immigration@hud.ac.uk) at least three months ahead of your visa expiring to discuss the visa extension process. | | | | |

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| Section 2: Your Application | |
| What is your intended thesis submission date? | Select date |
| How much additional time are you applying for? *\*\*These options are only available to doctoral students* | 4 months  8 months\*\*  12 months\*\* |
| You **must** submit the following with your application:   * A written report (approx. 500 words) providing a summary of work completed to date; * A plan for completing the research within the amount of time requested in your application. You will be able to apply for a writing-up period at the end of your additional research time, and this can be incorporated into your plan, if appropriate. | |

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| Section 2: Supervisor’s Recommendation | | | |
| I have discussed this application with my student in the context of the work they still need to do before their final submission.  **I support / do not support** their request for additional time in active research. | | | |
| Further comments:  (This section **must** be completed where you do not support the student’s application) | | | |
| Supervisor’s Name: |  | | |
| Signed: |  | Date: | Select date |

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| Section 3: Student Confirmation | | | |
| I confirm that:   * I have read and understood the [guidance notes](https://www.hud.ac.uk/registry/current-students/pgr/end/optionsatendofprogramme/); * I have noted my Supervisor’s recommendation and understand the implications if I have decided against this advice; * I understand that once I have reached the limit of additional time available for my course, I will not be able to apply for any further additional time; * I understand that I will be liable to pay the applicable [pro-rata tuition fee](https://www.hud.ac.uk/registry/current-students/pgr/end/applying-for-additional-time/); * If I have a Student Visa, I understand that I may need to extend my visa as a result of applying for additional time. | | | |
| Signed: |  | Date: | Select date |
| We accept electronic signatures. You are not required to print, sign and scan your form.  Please submit your completed form to your [School PGR admin team](https://www.hud.ac.uk/registry/current-students/pgr/contacts/). | | | |

**To be completed by your school**

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| Section 4: Director of Graduate Education Review | | | | |
|  | I am satisfied that the supervision team has reviewed this application thoroughly and that their recommendation is appropriate. | | | |
| Please confirm whether: | | | | |
|  | The student **should** be charged full fees | | | |
|  | The additional time is to be treated as compensation as a remedy/outcome of an appeal/complaint, and the student **should not** be charged | | | |
| Name: | |  | | |
| Signed: | |  | Date: | Select date |

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| Section 5: School PGR Admin | | | | |
|  | Uploaded approved application to Wisdom | | | |
|  | Updated RDS and SPR End Dates | | | |
|  | Updated the RDS Stage | | | |
|  | Extension to End Date submitted to [PGRInterruptions@hud.ac.uk](mailto:PGRInterruptions@hud.ac.uk) | | | |
| Name: | |  | Date: | Select date |