**PGR End Extension Application Form**

# You can use this form to apply for an extension to the writing-up period or an extension to complete amendments following your thesis examination. Before you apply, ensure that you have read the [Regulations](https://www.hud.ac.uk/registry/current-students/pgr/ext-inter/ext/) in full.

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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:** | |  | | | | | |
| **Do you receive funding via:** | | | A bursary  A tuition fee waiver  A Research Council Studentship  N/A | | | | |
| What are you stage are you in? | | | Writing up  Completing Corrections | | | | |
| What is your current submission deadline? | | | Select date | | | | |
| Are you studying on a Student Visa? | | | Yes\*  No | | | | |
| \*If you are an international student on a Student (or Tier 4) visa, you must contact the Immigration & Compliance Team (International Office) and discuss with them the implications this extension request may have on you Student (or Tier 4) visa. Please note any previous visa extensions whilst studying the same course will be taken into account.  You can [contact the Immigration & Compliance team](mailto:immigration@hud.ac.uk) via email or by attending one of the online immigration [drop-in sessions](http://hud.ac/kuw). | | | | | | | |
|  | | | | | | | |
| Compliance Officer Name: | | | Select date | | | | |
| **Comments:** | |  | | | | | |
| Signed: |  | | | Date: | | Select date | |

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| Section 2: Your Extension Request | | | | |
| Length of extension being requested: | | |  | |
| What is the reason for this extension request? | | | | |
| Health reasons |  | Personal difficulties | |  |
| Other (please explain below) |  |  | |  |
| Please note that you cannot request an extension to compensate for difficulties experienced earlier on in your studies, which should have been dealt with at the time.    Please explain how this issue has impacted your ability to submit your work on time. You should include details of all the circumstances that are impacting you and explain why this means you need an extension: | | | | |
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| Section 3: Your Evidence |
| You **must** provide evidence to support your application. Please see our [evidence guide](https://www.hud.ac.uk/media/assets/document/registry/forms/pgr/SupportingEvidenceGuidanceForPGRs.docx) for assistance. |
| What evidence have you provided in support of your application? |
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| Section 4: Plan for completion |
| You **must** submit the following with your application:   * A summary of the work you have completed to date; * A plan for completing the research within the amount of time you have requested.   You may wish to use the table attached as [Appendix 1](#_Appendix_1:_Generic). |
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| Section 5: Student confirmation | | | |
| I confirm that:   * I have read and understood [the Regulations](https://www.hud.ac.uk/registry/current-students/pgr/ext-inter/ext/); * If I have a Student Visa, I understand that I may need to extend my visa as a result of applying for an extension to the writing-up period; * I am responsible for checking what effect this extension will have on any funding or sponsorship I receive. | | | |
| Signed: |  | Date: | Select date |
| We accept electronic signatures if you send this form from your University email account. You do not need to print, sign and scan your form. | | | |

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| Section 6: Support of Main Supervisor | | | |
| Please provide a statement explaining why you support the extension requested: | | | |
|  | | | |
| Supervisor’s Name: |  | | |
| Signed: |  | Date: | Select date |
| Once signed, please pass this form to the [School PGR Admin Support team](https://www.hud.ac.uk/registry/current-students/pgr/contacts/). | | | |

# Appendix 1: Generic Thesis Planner

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| --- | --- | --- | --- | --- | --- |
| **Description of Section** | **Initial draft complete** | **Supervisor feedback** | **Revised** | **Supervisor feedback** | **Final version complete** |
| Front page |  |  |  |  |  |
| Abstract (or Executive Summary) |  |  |  |  |  |
| Acknowledgements |  |  |  |  |  |
| List of Contents |  |  |  |  |  |
| List of Figures |  |  |  |  |  |
| List of Tables |  |  |  |  |  |
| List of Appendices |  |  |  |  |  |
| List of inserted materials in end-papers |  |  |  |  |  |
| List of Abbreviations |  |  |  |  |  |
| **1.0 INTRODUCTION** |  |  |  |  |  |
| **1.1** Topic #1 |  |  |  |  |  |
| **1.2** Topic #2 |  |  |  |  |  |
| **1.2.1** Subtopic #1 |  |  |  |  |  |
| **1.2.2** Subtopic #2 |  |  |  |  |  |
| **1.2.2(a)** Theme (a) |  |  |  |  |  |
| Etc. . . . . . . . . . . . . |  |  |  |  |  |
| **1.X** **Aims & Objectives of Project**  **or** **Statement of** **Research**  **Question** |  |  |  |  |  |
| **2.0 Chapter 2** |  |  |  |  |  |
| **2.1** Topic #1 |  |  |  |  |  |
| **2.2** Topic #2 |  |  |  |  |  |
| **2.2.1** Subtopic #1 |  |  |  |  |  |
| **2.2.2** Subtopic #2 |  |  |  |  |  |
| **2.2.2(a)** Theme (a) |  |  |  |  |  |
| **2.2.2(b)** Theme (b) |  |  |  |  |  |
| Etc. . . . . . . . . . . |  |  |  |  |  |
| **3.0 Chapter 3** |  |  |  |  |  |
| **4.0 Chapter 4** |  |  |  |  |  |
| **X.0 Chapter X Topic X** |  |  |  |  |  |
| **Y.0 Chapter Y Results & Discussion**  Critical analysis/discussion of data |  |  |  |  |  |
| **Z.0 Conclusions & Suggestions for Further Work** |  |  |  |  |  |
| **BIBLIOGRAPHY** |  |  |  |  |  |
| **REFERENCES** |  |  |  |  |  |
| **APPENDICES** |  |  |  |  |  |
| **INSERTED MATERIALS**  **(CD-ROM, website, reprints etc.)** |  |  |  |  |  |