REQUEST FOR EXTENSION OF THESIS SUBMISSION DEADLINE:

*FORM FOR ALL POSTGRADUATE RESEARCH STUDENTS*

BEFORE COMPLETING THE FORM, PLEASE READ THE GUIDANCE NOTES OVERLEAF

# A: BACKGROUND INFORMATION [to be completed by the student]

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| Your Full Name: | Your LIVERPOOL HOPE Student ID No: |
| Your degree [MPhil / PhD / Ed D]: | Your Current submission deadline [“expected end date”]: |

**B: YOUR REQUEST FOR AN EXTENDED SUBMISSION DEADLINE [to be completed by the student]**

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| Type of Submission [Initial Submission / Resubmission]: |
| Have you previously been granted an extended thesis submission deadline? |
| What are the reasons for your request for an extended deadline? [Please attach supporting evidence] |
| How much extra time do you wish? |
| Your Signature and Date: |

**C: COMMENTS FROM THE DIRECTOR OF STUDIES [to be completed by the Director of Studies]**

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| Do you support the student’s request [YES / NO]? |
| Rationale for your recommendation [only to be completed if the request is not supported]: |
| DoS Signature and Date: | |

**D: AUTHORISATION [to be completed by the Chair of Liverpool Hope’s Progression & Award Board for Postgraduate Research Students]**

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| Do you authorise the student’s request [YES / NO]? |
| Rationale for your decision [only to be completed if the request is not authorised]: |
| Chair’s Signature and Date: |

**E: IMPLEMENTATION OF THE DECISION [to be completed by Liverpool Hope Student Administration]**

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| I confirm that:   * the student’s record has been amended as appropriate, * the student, the Director of Studies and the partner institution (where appropriate) have been issued with a formal notification of the outcome and of any change to the thesis [re]submission deadline, * I have arranged to draw the outcome to the attention of next Progression and Award Board. |
| Staff Signature and Date: |

**GUIDANCE NOTES**

1. An extension to a thesis submission deadline can only be made on **very exceptional** grounds, and supporting evidence is expected.
2. Students should aim to submit at least a week before the deadline, to avoid requesting an extension on the basis of unexpected last minute delays or very short term illnesses.
3. It is essential for students to seek extensions via this form before the submission deadline . A student submits late without an extension having been authorised will normally be deemed to have failed.
4. An extension to a thesis deadline may be made on one of two grounds, as follows.
   1. Personal mitigating circumstances.
      * Extensions on these grounds are normally ONLY available to students whose “Intention to Submit form ” has been approved, and so are in the “submission pending” stage.
      * Where the circumstances mean that the student would be unable to work on thesis for more than a few weeks, the student should request an Interruption of Studies, which would result indirectly in an extended thesis submission deadline.
      * Student who are not yet in the “submission pending” stage, but who believe their personal circumstances may prevent them from completing on time are advised to discuss with their Director of Studies the possibility of Interrupting Studies or moving from Full-time to Part-time study, which would result indirectly in an extended thesis submission deadline.
   2. Substantial logistical challenges with the research.
      * Extensions on these grounds may be requested by a student who has not reached the “submission pending” stage.
      * However, such requests will only be granted where the University accepts that the challenges were beyond the student’s control and that it would not be possible for the student, in liaison with the supervisory team, to manage the challenges in a way that enabled the thesis to be submitted on time.
5. Wherever possible, the student and the Director of Studies should meet to discuss the request before they jointly complete Sections A-C.
6. After completing Section C, the Director of Studies will email the form to either the University Moderator or the PGR Administration team (PGR@hope.ac.uk). The request will be considered by the Chair of the Progression and Award Board and the University Registrar at Liverpool Hope.