Swansea University L#583059**AR1PR-1-EN (May 2020)**

**SWANSEA UNIVERSITY**

**POSTGRADUATE RESEARCH APPLICATION FOR EXTENSION TO MAXIMUM SUBMISSION DATE**

## SECTION A: Student Details

|  |  |
| --- | --- |
| Surname/Family Name: | Student Record Number: |
| Forenames: | |
| Self Funded/ Funded:  If Funded, please specify source of funding, i.e. University/Funding Council etc. | |

## SECTION B: Programme Details

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| --- | --- |
| Programme: | Mode of attendance: |
| Start Date: | End Date: |
| Home College/School: | |
| First Supervisor: | |

## SECTION C: Extension Details

|  |  |
| --- | --- |
| Length of extension requested:   * 1. months   1-3 months  3-6 months  longer than 6 months  please state number of months: | Details of previous extensions: |
| |  |  | | --- | --- | | Affected Health and wellbeing |  | | Compassionate (including serious domestic difficulties) |  | | Inordinate Professional Commitments (which occurred during minimum candidature period) |  | | Increased caring responsibilities |  | | Technical difficulties (limited to difficulties beyond student’s control) |  | | * Lack of access the research resources and facilities |  | | * Interruption of data collection and/or fieldwork |  | | * Other (Please specify) ……………………………………………………………………………………………   …………………………………………………………………………………………… |  | |  |  |   Grounds for Extension – (applications **must** be supported by appropriate independent evidence.)  For COVID-19 related extension requests, you are not required to provide independent evidence. Instead, we require confirmation from your supervisor that, following discussion with you, grounds for extension have been recorded in e-Vision Research Management System (RMS) under COVID-19 ad hoc meeting/s [please see Section E] | |
| Brief summary of grounds for request: | |

## SECTION D: Student Signature

|  |  |
| --- | --- |
| Signature: | Date: |

## SECTION E: College Approval

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| --- |
| **Confirmation Signatures from College**:  **With our formal request for an extension we attach**:  **Information/independent evidence supporting the grounds for the request**    For COVID-19 related requests, please confirm instead that details concerning the impact of COVID-19 on your research have been recorded in e-Vision Research Management System (RMS) under COVID-19 ad hoc meeting/s and (date/s of record)  Date/s of record: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  **An evaluation of progress to date including a work-plan, which has been agreed with the student, for completion of the thesis within the timescale of the extension**  First Supervisor: ………………………………………………. Date……………….. |

**FOR OFFICE USE ONLY**

|  |  |
| --- | --- |
| **COLLEGE BOARD**  APPROVED / NOT APPROVED  SIGNATURE:  NAME:  DATE OF BOARD: | **ACADEMIC SERVICES**  APPROVED / NOT APPROVED  SIGNATURE:  NAME:  DATE OF DECISION: |

### HOW TO APPLY FOR AN EXTENSION OF YOUR CANDIDATURE

The University has a commitment to providing a high quality research environment and implements quality assurance procedures targeted at monitoring student progression. The expectation is that the overwhelming majority of candidates will submit their thesis or dissertation within the time limit laid down by regulation. A candidate’s time limit may be extended in exceptional cases only.

Extensions to the maximum submission date will only be considered if the following criteria are met:

1. Progression Board recommendations indicate that the student has been experiencing difficulties in progressing in a timely manner. For COVID-19 requests, the grounds for the extension must be recorded in e-Vision Research Management System (RMS) under COVID-19 ad hoc meeting/s;
2. The request is made normally at least 3 months before the end of the maximum candidature;
3. All supporting documents necessary for an extension request are supplied.

Failure to meet any of the above criteria will result in an extension request being rejected automatically.

### Grounds for Extension

Requests for an extension to candidature typically may be made on one or more of the following grounds:

1. Affected Health and Wellbeing;
2. Compassionate (including serious domestic difficulties);
3. Inordinate Professional Commitments (which occurred during the minimum candidature period);
4. Increased caring responsibilities
5. Technical difficulties (limited to technical difficulties beyond the student’s control) e.g.

* Lack of access to research resources and facilities
* Interruption of data collection and/or fieldwork

The following documentation **must** accompany all requests:

1. A clear statement from the student explaining their circumstance(s), their progress to date and the effect of their circumstance(s) upon their progress to date and/or ability to progress.
2. A clear statement from the student’s first supervisor, providing an evaluation of the student’s progress to date, and the situation as a result of the circumstance. If the first supervisor is unable to do so, then another member of the supervisory team can provide the statement.
3. A work plan detailing how the student will be ready for submission by the end of the requested extension period.
4. Independent evidence supporting the need for an extension (e.g. letter from doctor/counsellor). For COVID-19 related requests this is not required. Instead, your supervisor will need to confirm that grounds for extension have been recorded in e-Vision Research Management System (RMS) under COVID-19 ad hoc meeting/s (and date/s of record)

The documentation should indicate how the grounds cited have adversely impacted on the student’s work and progress. General statements that do not link the grounds cited to the student’s ability to work and progress would not be considered as acceptable evidence.

Where the grounds for extension can be shown to have occurred after the last Progression Board meeting at which the student was considered, then criterion i above may be waived.

### Procedure for requesting an extension

The student must first discuss the deadline for the submission of his/her thesis with his/her

supervisors and ensure that all possible steps are being taken to allow that the student is able to submit within the time limit. If both the student and the supervisors feel that there is a need for an extension of candidature (and that all necessary criteria can be met), then all the relevant sections of this form should be completed.

1. The student should prepare a detailed work plan and have this verified by his/her supervisors. The student will need to obtain the necessary independent evidence (letter from doctor, counselling service etc). For COVID-19 related requests this is not required. Instead, your supervisor will need to confirm that grounds for extension have been recorded in e-Vision Research Management System (RMS) under COVID-19 ad hoc meeting/s (and date/s of record)

The supervisor will need to prepare a clear statement, providing an evaluation of the student’s progress to date and outlining how the current situation has impacted on the student’s work and progress.

Section E needs to be signed by the supervisor. Once completed the form should be forwarded to Academic Services, cc-ing in the College/School PGR Administrator, normally at least 3 months prior to the maximum candidature date.

### Decision Timescale

The request will be vetted at each level at which it is considered to ensure that the necessary criteria for an extension have been met and that the documentation is complete. Where the necessary criteria have not been met, the request will not be considered further. Where documentation is incomplete, both the student and the supervisor will be informed and requested to ensure that complete documentation is supplied.

Both the student and their supervisors will be informed by email or letter from Academic Services of the outcome of the extension request (normally within 5 working days of the decision having been taken) and where the request has not been approved, the reasons for the decision. Academic Services will ensure that the student database is updated appropriately and that all relevant parties are informed of the change to the maximum submission date.

### Appeals

The procedures for requesting an extension ensure that all requests are scrutinised at both College and University-level. Requests are judged against clearly defined criteria and the process is clear and transparent, therefore the outcome of the extension request is final and cannot be appealed.