

### Research Degree Extension to Correction or Revision Period

Postgraduate researchers (PGRs) have one opportunity to complete the corrections or revisions required by the examiners. Failure by the PGR to complete the corrections to the satisfaction of the examiner(s), and/or to (re-)submit the updated thesis by the deadline stated in the examination outcome notification, will result in failure of the degree.

In exceptional circumstances, it may be possible to apply for an extension to the correction or revision period; section 12 of the [Policy on Research Degrees](#) refers. PGRs should contact the Examinations and Assessment team to discuss their circumstances in advance of the deadline for submitting their updated thesis ([pgr-exams@sussex.ac.uk](mailto:pgr-exams@sussex.ac.uk)).

In order to apply for an extension to your correction or revision period, you should complete this form, including obtaining the signature of your main supervisor, and submit it to the Examinations and Assessment team ([pgr-exams@sussex.ac.uk](mailto:pgr-exams@sussex.ac.uk)). Extension requests will be considered by the Chair of the Research Degrees Progression and Award Board; approval is not guaranteed. It is the PGR's responsibility to allow enough time for this process; a minimum of two weeks is recommended.

The maximum possible extension to your correction or revision period is dependent on a) the outcome following your viva, and b) your mode of registration (i.e. full- or part-time) at the point of submission (which will be determined from your student record).

#### Please tick the appropriate option:

- ☐ If you received an outcome of **Pass with minor corrections** (meaning that the degree should be awarded subject to minor corrections to the thesis, to be completed within three months for full-time PGRs, or six months for part-time PGRs), you can apply for up to one month's extension (for full-time PGRs) or two months (for part-time PGRs). **There is no fee for this extension.**
- ☐ If you received an outcome of **Pass with major corrections** (meaning that the degree should be awarded subject to major corrections to the thesis, to be completed within six months for full-time PGRs, or 12 months for part-time PGRs), you can apply for up to three month's extension (for full-time PGRs) or six months (for part-time PGRs). **There is no fee for this extension.**

If you received an outcome of **Revise and resubmit** (meaning that you were permitted a period not exceeding 12 months (if you are full-time) or 24 months (if you are part-time) to thoroughly revise your thesis for resubmission), you can apply for up to six month's extension (for full-time PGRs) or 12 months (for part-time PGRs). **A fee is payable for this extension**; please see the [Fees and Funding page](#) for information on this.

Please select the length of extension you are requesting for revising and resubmitting your thesis:

- ☐ 3-month extension (full-time and part-time PGRs)
- ☐ 6-month extension (full-time and part-time PGRs)
- ☐ 9-month extension (part-time PGRs, only)
- ☐ 12-month extension (part-time PGRs, only)

**To be completed by the PGR**

Name		Reg. No.	
Degree Programme		Faculty/School	
Correspondence Address			
Reason for Extension Request			

**PGR signature:**

Signed		Date	
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**Main Supervisor signature:**

Signed		Date	
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*Once completed, please return this form to the  
Examinations and Assessment team: [pgr-exams@sussex.ac.uk](mailto:pgr-exams@sussex.ac.uk).*