

Exceptional Circumstances Extension Request

As per the [Procedures on Research Degrees](#) (see section 7), extensions are granted only in exceptional circumstances, namely, where a postgraduate researcher's (PGR's) work has been hampered by documented exceptional medical or personal or, in the case of part-time PGRs, employment reasons. The magnitude of the research task, or failure to perceive or act upon the magnitude of the research task, is not a sufficient reason for an extension, nor is the need, in itself, to take employment.

Extensions will be considered up to a maximum of one year in total for full-time PGRs and two years in total for part-time PGRs. Any request must be made in multiples of 3 months (minimum 3 months, maximum 12 months) and approved by both the main supervisor and the Faculty PGR Lead or their nominee.

If you have already had the maximum permitted amount of extension, in exceptional circumstances a further period of extension may be approved by the Chair of the PGR Sub-Committee. To request an exceptional period of extension, please use this form.

Before completing this application form, please read the following notes:

1. Extension requests will not normally be considered until the PGR is within three months of the end of their maximum period of registration.
2. Your funding and/or visa status may impose additional restrictions upon your ability to extend your maximum period of registration, which are beyond the control of the University:
 - PGRs subject to UKVI requirements should consult the UKVI Compliance team (PGR-visas@sussex.ac.uk) before making any changes to their registration.
 - If you are in receipt of a scholarship through the University, please contact pgr-scholarships@sussex.ac.uk for advice on the implications of extending your maximum period of registration.
 - If you are in receipt of a scholarship from a source outside the University (e.g. a government scheme), you should contact the funder directly for advice on the implications of extending your maximum period of registration.
 - If you are in receipt of a Federal Direct Loan, this request may have an impact on your funds. Please seek advice from the Financial Aid Office (usfinancialaid@sussex.ac.uk) before proceeding.
3. **Exceptional circumstances extension requests must be accompanied by a detailed timeline and plan for the period to submission. Requests will not be considered without this supporting documentation.**

SECTION A – To be completed by the PGR

Name	:	Reg. no.	:
Faculty/School	:	Mode of attendance	:
Research degree title	:		

Previous extension granted	:	
Are you an overseas PGR on a course requiring ATAS clearance?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Length of extension requested:

- 3 months
 6 months
 9 months
 12 months

Reason for requesting an exceptional extension to your maximum date of registration:

Funding Status:

- Self-funded
 Student Loan (SFE)
 UKRI/Research Council Funded

Please check one box: (please note if a box is not checked, this request cannot be approved)	<input type="checkbox"/> I am in receipt of, or have been in receipt of, a United States Federal Direct Loan during my PhD/MPhil
	<input type="checkbox"/> I am not in receipt of, and have not been in receipt of a United States Federal Direct Loan during my PhD/MPhil

Signed	:		Date	:	
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(PGR)

SECTION B – To be completed by the main supervisor

Please provide a statement in support of the PGR's exceptional extension application, including: <ul style="list-style-type: none"> • A detailed rationale as to why the Faculty/School feels an exceptional case should be put forward. • Confirmation that discussions have taken place between supervisors and the Faculty PGR Lead or their nominee regarding the academic and pastoral support of the PGR upon their return. Please attach evidence or summarise discussions that have taken place. • Note the measures that will be in place to prevent the reoccurrence of previous issues.

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I confirm that I have considered the reason for this extension and I recommend the extension for the reasons stated above:

Signed	:		Date	:	
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(Main supervisor)

SECTION C – To be completed by the Associate Dean (Research and Innovation; ADRI), or nominee

In addition to the supervisor comments above, please provide a statement to support the PGR's exceptional extension application and to confirm your involvement in the Faculty/School's plan of academic and pastoral support:

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I approve the PGR's extension of registration as follows:

- 3 months 6 months 9 months 12 months
- Full-time Part-time Pre-submission status

I confirm that I have considered the reason for this extension and I recommend the extension for the period stated above:

Signed	:		Date	:	
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(Associate Dean (Research and Innovation; ADRI), or nominee)

Once completed, please return to Student Records (PGR-StudentRecords@sussex.ac.uk).