

Research Degree Registration Extension

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.

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. 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 Associate Dean (Research and Innovation) or nominee(s).
3. PGRs will need to pay an extension fee for their first extension, in addition to the tuition fee. The fee level is detailed on the: <https://www.sussex.ac.uk/study/fees-funding/tuition-fees> (see the table towards the bottom of the page).
4. 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 UK Visas and Immigration (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.
5. If you have already had the maximum permitted amount of extension (see 2. above), 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 the *Exceptional Circumstances Extension Request* form, available at the following link: <https://www.sussex.ac.uk/internal/sussex-researcher-school/researcherdev/postgraduate-research-policies/forms>

SECTION A – To be completed by the PGR

Name	:	Reg. no.	:	
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Faculty/School	:	Mode of attendance	:
Research degree title	:		
Previous extension granted	:		
Reason for extension Request	:		
Are you an overseas PGR on a course requiring ATAS clearance?		☐ Yes ☐ No	

Funding Status:

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

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

- ☐ 3 months
 ☐ 6 months
 ☐ 9 months
 ☐ 12 months

Signed	:	Date	:
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(PGR)

Section B – To be completed by the main supervisor

I recommend that the PGR be permitted an extension of their research degree registration period:

Signed	:	Date	:
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(Main supervisor)

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

Approval is given for an extension of registration as follows:

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

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).