

Research Degree Registration Extension

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

1. Extensions up to a maximum of one year are permitted for both full-time and part-time students. The request must be made in multiples of 3 months (minimum 3 months, maximum 12 months) and approved by both the supervisor and the Director of Doctoral Studies.
2. **Students will need to pay a fee of £125 for their first extension, in addition to the tuition fee.**
3. If a student has already had the maximum permitted amount of extension, in exceptional circumstances a further period of extension may be approved by the Dean of the Doctoral School. To request an exceptional period of extension, please use the '*Exceptional Circumstances Extension Request*' form, available on the Research Student Administration Office website.
4. 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 before proceeding (usfinancialaid@sussex.ac.uk)

SECTION A – To be completed by the student

Name	:		Reg. No.	:	
Degree Programme	:		School	:	
Correspondence Address (PLEASE TYPE OR PRINT CLEARLY)	:				
Previous Extension Granted	:				
Reason for Extension Request	:				
Are you an overseas student on a course requiring ATAS clearance?		<input type="checkbox"/> Yes <input type="checkbox"/> No			

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
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Length of extension requested:

- 3 months
 6 months
 9 months
 12 months

Signed	:		Date	:	
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(Student)

Section B – To be completed by the supervisor

I recommend that the student be permitted an extension of his/her research degree registration period.

Signed	:		Date	:	
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(Main supervisor)

Please send all forms, once signed by your supervisor, to your school REC (Research and Enterprise Co-ordinator) who will acquire the DDS signature and forward this form to the Student Records Team.

SECTION C – To be completed by the Director of Doctoral Studies

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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(Director of Doctoral Studies or MAH Doctoral convenor)

Once completed, please could the REC return this form to the Student Records Team