

## 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 at the following link: <https://www.sussex.ac.uk/rsao/forms/>.
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](mailto:usfinancialaid@sussex.ac.uk))

### SECTION A – To be completed by the student

Name	:		Reg. No.	:	
School	:		Mode of attendance	:	
Degree Programme		:			
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		

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 <b>United States Federal Direct Loan</b> during my PhD/MPhil  <input type="checkbox"/> I <b>am not</b> in receipt of, and have not been in receipt of a <b>United States Federal Direct Loan</b> 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)*

**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*