**INSTRUCTIONS**

To apply for an extension please complete the enclosed application form and provide appropriate documentary evidence to support your request. Please ensure you have read the Research Degrees Extensions Policy and understand the permissible and non-permissible grounds for extensions prior to submitting your application.

Completion of this form represents an application for extension to an assessment deadline and/or the maximum period of registration only; it does not constitute approval of the request. Upon processing this application, the School will formally notify a student of the decision to approve or decline the extension request in writing to the student's School email account. The School will verify and confirm a student's eligibility to be granted an extension, which will take into account, where applicable, the student's legal right to remain in the UK for study purposes for the duration of the extension period.

If you are in receipt of a studentship or other funding, an extension does not necessarily mean that you will receive additional funding. Students are required to liaise with the School's Student Finance team in the Registry and their funding provider to confirm these arrangements.

**Overseas students** are responsible for checking their Visa status, discussing their circumstances with the Student Advisor and ensuring full compliance with UK Home Office requirements

*Nb.  Please use the ‘Tab’ key to move between boxes.*

**SECTION A – PERSONAL DETAILS**

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
<th>Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION B – SUPERVISORY TEAM**

<table>
<thead>
<tr>
<th>First Supervisor</th>
<th>Other Supervisor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION C – REGISTRATION DETAILS**

<table>
<thead>
<tr>
<th>Degree Programme</th>
<th>Choose an item.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mode of Study</th>
<th>Choose an item.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Registration Date | |
|-------------------| |
Type of extension required (please tick ONE option)

<table>
<thead>
<tr>
<th>Type of Extension</th>
<th>Ticked</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 2 months to upgrading deadline</td>
<td>✔️</td>
</tr>
<tr>
<td>&gt; 2 months to upgrading deadline</td>
<td>✔️</td>
</tr>
<tr>
<td>Submission deadline</td>
<td>✔️</td>
</tr>
<tr>
<td>Submission of corrections (post viva)</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Length of Extension Request (months)

<table>
<thead>
<tr>
<th>Length of Extension</th>
<th>Ticked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✔️</td>
</tr>
</tbody>
</table>

Reason(s)

<table>
<thead>
<tr>
<th>Reason(s)</th>
<th>Ticked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✔️</td>
</tr>
</tbody>
</table>

Supporting Documentation (list accompanying documents)

<table>
<thead>
<tr>
<th>Supporting Documentation</th>
<th>Ticked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✔️</td>
</tr>
</tbody>
</table>

Have you submitted confidential documentation?

<table>
<thead>
<tr>
<th>Have you submitted confidential documentation?</th>
<th>Ticked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✔️</td>
</tr>
</tbody>
</table>

Is your request related to a disability?

<table>
<thead>
<tr>
<th>Is your request related to a disability?</th>
<th>Ticked</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, please contact Student Advice team.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

SECTION D – SUMMARY OF WORK TO BE DONE DURING EXTENSION PERIOD

<table>
<thead>
<tr>
<th>Brief summary of work that must be completed before submission of your work for assessment</th>
<th>Ticked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✔️</td>
</tr>
</tbody>
</table>

| Action plan to complete this work within the extension period | Ticked |
|                                                              | ✔️ |

**For requests for upgrading extensions of ≥ 2 months:** outline the plan for completing your thesis before your current maximum registration date

<table>
<thead>
<tr>
<th>For requests for upgrading extensions of ≥ 2 months: outline the plan for completing your thesis before your current maximum registration date</th>
<th>Ticked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✔️</td>
</tr>
</tbody>
</table>

SECTION E – DECLARATION & SIGNATURE

I declare that I have read and understand the Research Degrees Extensions Policy and that, to the best of my knowledge, the information provided in this application form and supporting documentation is true and accurate.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Signature here</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Applications will only be accepted where this form is hand-signed or an electronic signature is attached.

Please submit your signed Extension Request Form by email to your Supervisor and copy this to your Faculty Research Degrees Manager.

SECTION F – FACULTY APPROVAL - INTERNAL USE ONLY

<table>
<thead>
<tr>
<th>Details of current deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>To upgrade: [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor Recommended Decision</th>
<th>Recommend Approve / Reject [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested Extension Period</td>
<td>[ ] weeks or [ ] months</td>
</tr>
<tr>
<td>Comments</td>
<td>[ ]</td>
</tr>
<tr>
<td>Signature</td>
<td>Date [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departmental Research Degrees Coordinator Recommended Decision</th>
<th>Recommend Approve / Reject [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested Extension Period</td>
<td>[ ] weeks or [ ] months</td>
</tr>
<tr>
<td>Comments</td>
<td>[ ]</td>
</tr>
<tr>
<td>Signature</td>
<td>Date [ ]</td>
</tr>
</tbody>
</table>

**Extension of ≤ 2 months to upgrading:**

<table>
<thead>
<tr>
<th>Faculty Research Degree Director Decision</th>
<th>Approved / Rejected [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Extension Period</td>
<td>[ ] weeks or [ ] months</td>
</tr>
<tr>
<td>Comments</td>
<td>[ ]</td>
</tr>
<tr>
<td>Signature</td>
<td>Date [ ]</td>
</tr>
</tbody>
</table>

**All other extensions:**

<table>
<thead>
<tr>
<th>Extension Panel Decision</th>
<th>Approved / Rejected [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Once a decision is reached the FRDD should notify the Supervisor and FRDM. The FRDM is also responsible for notifying the student and supervisor of the outcome and forwarding a copy of the complete Extension Request Form to studentrecords@lshtm.ac.uk so that the student’s formal School record can be updated accordingly.

**SECTION H: FOR REGISTRY USE**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by Head of Student Records / Student Records Manager</td>
<td></td>
</tr>
<tr>
<td>Tuition Fees Manager - Tuition fees and/or loans amended (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Noted by Immigration Advisory Service / UKVI informed (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Scholarships (Only for submission extension)</td>
<td></td>
</tr>
<tr>
<td>Fees (Only for submission extension)</td>
<td></td>
</tr>
<tr>
<td>Student Record updated in SITS (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Student Informed by Student Records team</td>
<td></td>
</tr>
<tr>
<td>Approved by Head of Student Records / Student Records Manager</td>
<td></td>
</tr>
</tbody>
</table>

[Table with columns for approved extension period, member signatures, and dates]