



## RESEARCH DEGREES EXTENSION REQUEST FORM

### 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

<b>Family Name</b> [REDACTED]	<b>First Name</b> [REDACTED]	<b>Student ID Number</b> [REDACTED]
<b>Department</b> [REDACTED]		<b>Faculty</b> [REDACTED]

### SECTION B – SUPERVISORY TEAM

<b>First Supervisor</b> [REDACTED]	<b>Other Supervisor(s)</b> [REDACTED]
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### SECTION C – REGISTRATION DETAILS

<b>Degree Programme</b>	Choose an item.
<b>Mode of Study</b>	Choose an item.
<b>Registration Date</b>	[REDACTED]

<b>Type of extension required (please tick ONE option)</b>	
≤ 2 months to upgrading deadline	<input type="checkbox"/>
> 2 months to upgrading deadline	<input type="checkbox"/>
Submission deadline	<input type="checkbox"/>
Submission of corrections (post viva)	<input type="checkbox"/>
<b>Length of Extension Request (months)</b>	<input type="checkbox"/>
<b>Reason(s)</b>	<input type="checkbox"/>
<b>Supporting Documentation</b> <i>(list accompanying documents)</i>	<input type="checkbox"/>
<b>Have you submitted confidential documentation?</b>	Choose an item.
<b>Is your request related to a disability?</b> <i>If yes, please contact <a href="#">Student Advice team</a>.</i>	Choose an item.

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

<b>Brief summary of work that must be completed before submission of your work for assessment</b>	<input type="checkbox"/>
<b>Action plan to complete this work within the extension period</b>	<input type="checkbox"/>
<b><i>For requests for upgrading extensions of ≥ 2 months: outline the plan for completing your thesis before your current maximum registration date</i></b>	<input type="checkbox"/>

**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.

<b>Signature</b> Electronic Signature here	<b>Date</b> <input type="checkbox"/>
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*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**

<b>Details of current deadlines</b>		
To upgrade: <input style="width: 50px;" type="text"/>	To submission: <input style="width: 50px;" type="text"/>	For corrections (if applicable): <input style="width: 50px;" type="text"/>

<b><u>Supervisor</u> Recommended Decision</b>	<b>Recommend Approve / Reject</b> <input style="width: 50px;" type="text"/>
<b>Suggested Extension Period</b>	<input style="width: 50px;" type="text"/> weeks or <input style="width: 50px;" type="text"/> months
<b>Comments</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Signature</b> <input style="width: 50px;" type="text"/>	<b>Date</b> <input style="width: 50px;" type="text"/>

<b><u>Departmental Research Degrees Coordinator</u> Recommended Decision</b>	<b>Recommend Approve / Reject</b> <input style="width: 50px;" type="text"/>
<b>Suggested Extension Period</b>	<input style="width: 50px;" type="text"/> weeks or <input style="width: 50px;" type="text"/> months
<b>Comments</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Signature</b> <input style="width: 50px;" type="text"/>	<b>Date</b> <input style="width: 50px;" type="text"/>

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

<b><u>Faculty Research Degree Director</u> Decision</b>	<b>Approved / Rejected</b> <input style="width: 50px;" type="text"/>
<b>Approved Extension Period</b>	<input style="width: 50px;" type="text"/> weeks or <input style="width: 50px;" type="text"/> months
<b>Comments</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Signature</b> <input style="width: 50px;" type="text"/>	<b>Date</b> <input style="width: 50px;" type="text"/>

**All other extensions:**

<b><u>Extension Panel</u> Decision</b>	<b>Approved / Rejected</b> <input style="width: 50px;" type="text"/>
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<b>Approved Extension Period (months)</b> [Redacted]	
<b>Member 1</b> [Redacted]	<b>Signature</b> [Redacted]
<b>Member 2</b> [Redacted]	<b>Signature</b> [Redacted]
<b>Head of Doctoral College (if consulted)</b> [Redacted]	<b>Signature</b> [Redacted]
	<b>Date</b> [Redacted]

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](mailto:studentrecords@lshtm.ac.uk) so that the student’s formal School record can be updated accordingly.

**SECTION H: FOR REGISTRY USE**

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