Recommendation for Extension to Progression Deadline (Research)

Please Note: Any relevant evidence must be attached (such as a medical letter) before the request will be considered or approved. Original hard copies of documents must be submitted to the department and scanned in by the department to be attached to the application request.

Part A: Student details Please type or print in block capitals

First name ______________________ Surname ______________________

Student number ______________________ Department ______________________

Tier 4 visa holder (International students only) [ ] (tick box if yes)

You may need to apply for an extension to your Tier 4 visa if this request is approved. You are reminded that it is your responsibility to ensure that you are not in breach of immigration regulations. Advice can be obtained from the University’s Immigration Advice service: www.york.ac.uk/immigration/

Programme of Study ______________________

Date your studies began ____________ / ____________ / ____________

Current year of study ______________________ e.g. Year 1

Mode of attendance Full-time [ ] Part-time [ ] Distance Learning [ ]

Current progression deadline ____________ / ____________ / ____________

Source of funding (if in receipt of studentship/scholarship/student loan) ______________________

Extension details

New progression deadline requested ____________ / ____________ / ____________

Please give a detailed and clear account of the reasons why the completion of progression is delayed

Please continue on separate sheet if necessary.
Please give details of any previous extensions to your progression deadline

Student’s Signature

Date

/  /  

Part B – To be completed by Supervisor

Please comment on each element of the student’s statement and state what level of support the student will receive from you to ensure that Progression is complete by the proposed new deadline.

Tier 4 visa holder?  (tick box if yes)
If the above student is required to complete their studies in the UK, they may need to apply for an extension to their Tier 4 visa.

Supervisor’s name

(please print)

Signed

Date

/  /
Part C – Authorisation: To be completed by Graduate Chair (or departmental equivalent)

I approve this recommendation for an extension to the Progression deadline.

Graduate Chair’s Name (please print) 
Signed Date

Recommended extended Progression date /

I DO NOT approve this recommendation for an extension to the Progression deadline.

Graduate Chair’s Name (please print) 
Signed Date

If the Graduate Chair is not available, the chair of Board of Studies can authorise the request on their behalf.

When completed this form must be sent to Research Special Cases (research-special-cases@york.ac.uk) from the University email address of the Graduate Chair or the Chair must be copied into the email to be processed.