Recommendation for Extension of Submission 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 submission date  _____ / _____ / _____

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

Extension details

New submission date requested  _____ / _____ / _____

Please give a detailed account of the present state of the thesis and clear reasons why the completion is delayed

Please continue on separate sheet if necessary.
Please give details of any previous extensions

Please give all details, including dates of previous extensions, continue on separate sheet if necessary.

Please ensure that you have included a new timetable for completion, to reflect your new 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 during the extension period.

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 / / 

Please continue on separate sheet if necessary.

Extension of Submission Deadline – Research
May 2017
Part C – Authorisation: To be completed by Graduate Chair (or departmental equivalent)

I approve this recommendation for an extension of submission.

Graduate Chair’s Name (please print) ____________________________

Signed ____________________________ Date / / 

Recommended extended submission date / / 

I DO NOT approve this recommendation for an extension of submission.

Graduate Chair’s Name (please print) ____________________________

Signed ____________________________ / / 

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.