# REQUEST FOR EXTENSION TO REGISTRATION (PGR)

All sections of this form must be completed. The completed form should be submitted to the **Doctoral Research Office (****dro@reading.ac.uk****)** for consideration by the Head of the Doctoral Research Office, along with any relevant correspondence or supporting evidence (such as a medical certificate).

Further information for students considering an extension can be found at the end of this form and also in the [Policy on research students’ suspensions and extensions](https://www.reading.ac.uk/doctoral-researcher-college/-/media/project/uor-main/schools-departments/graduate-school/documents/staff-information/resstudentsuspandextpolicy.pdf?la=en&hash=B854AB86B6BD049FEA58EE8DD3878528).

## TO BE COMPLETED BY THE STUDENT

Please note that by submitting this form you are confirming that you are fully aware of the implications of your registration being extended.

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| **Student name** | Click or tap here to enter text. |
| **Student number** | Click or tap here to enter text. |
| **School/Department** | Click or tap here to enter text. |
| **Programme** | Click or tap here to enter text. |
| **Mode of attendance** | Choose an item. |
| **Registration start date** | Click or tap to enter a date. |
| **Maximum registration date** | Click or tap to enter a date.  |
| **Do you hold a UK visa?** | Choose an item. |

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| **Statement giving reasons for requesting extension** | Click or tap here to enter text. |
| **Length of extension required** | Click or tap here to enter text. |
| **Proposed maximum registration date[[1]](#footnote-1)** | Click or tap to enter a date. |
| **Any further details, including previous extensions or suspensions** | Click or tap here to enter text. |
| **Completion plan provided?[[2]](#footnote-2)** | [ ]  Yes |

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| **Are you in receipt of a studentship/scholarship?** | Choose an item. |
| **Name of funding body** | Click or tap here to enter text. |
| **Has the funding body been informed?** | Choose an item. |

## TO BE COMPLETED BY THE SCHOOL/DEPARTMENT

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| **Statement of support from supervisor** | Click or tap here to enter text. |

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| **Name of supervisor** | Click or tap here to enter text. |
| **Signature of supervisor** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

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| **Name of School/Dept Director of PGR Studies OR Director of Research** | Click or tap here to enter text. |
| **Signature of School/Dept Director of PGR Studies OR Director of Research** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

## TO BE COMPLETED BY THE DOCTORAL RESEARCH OFFICE

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| **Approved?** | Choose an item. |
| **Approved by Head of Doctoral Research Office** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

**INFORMATION FOR POSTGRADUATE RESEARCH STUDENTS CONSIDERING REQUESTING AN EXTENSION TO THEIR REGISTRATION**

## REGULATIONS

The period of extension requested should not normally exceed 12 months.

Requests for extensions will normally only be considered if they are submitted no earlier than three months prior to the maximum registration date and no later than 28 days prior to the maximum registration period. It is expected that circumstances impacting on performance earlier in the programme will have been addressed through a suspension of study at that time.

## FEES AND RESEARCH EXPENSES

You would not normally be charged any further fees or research expenses for a period of extension unless your School/Department has explicitly requested that they be charged.

## STUDENTSHIPS AND FUNDING

Please note that an extension to your registration is separate to your funding arrangements; if you require an extension to your funding, then this should be discussed with your funding body. In all cases, you should ensure that your sponsor is kept informed of your extension arrangements.

## IMMIGRATION

Please be aware that an extension to your registration does not guarantee an extension to your Tier 4/Student visa sponsorship. Please contact the Doctoral Research Office to discuss the implications of an extension to your registration.

Last Updated: 20 October 2023

1. This is the date by which you will submit your thesis for examination. [↑](#footnote-ref-1)
2. All requests for an extension should be accompanied by a completion plan/timeline detailing how the remaining and additional time will be utilised. [↑](#footnote-ref-2)