

**Request to Register a Research Student**

**for an Additional Period of Study**

**(please tick here**  **if this is ONLY on grounds of Covid-19)**

Where it is agreed that a student’s course should be extended into a fourth year of study (for students registered as PhD candidates) or a third year of study (for students registered as MPhil candidates and intending to submit for that degree). Exceptional Covid-19 extensions can be up to a maximum of six months in duration and will be zero-fee payable by the student. Once the form is complete email it to your local postgraduate research team.

• Arts [ss-pgr-arts@nottingham.ac.uk](mailto:ss-pgr-arts@nottingham.ac.uk)

• Social Sciences [ss-pgr-socsci@nottingham.ac.uk](mailto:ss-pgr-socsci@nottingham.ac.uk)

• Science [ss-pgr-science@nottingham.ac.uk](mailto:ss-pgr-science@nottingham.ac.uk)

• Engineering [ss-pgr-engineering@nottingham.ac.uk](mailto:ss-pgr-engineering@nottingham.ac.uk)

• Medicine and Health Sciences [ss-pgr-mhs@nottingham.ac.uk](mailto:ss-pgr-mhs@nottingham.ac.uk)

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| **PLEASE READ:** The University’s regulations stipulate the time students should spend studying as a registered student:  **PhD** – full time course *minimum* 2 years and part-time course *minimum* 4 years. However, in general most full-time PhD students are registered for 3 years. The maximum period of study allowed is 4 years full-time and 8 years part-time unless a Covid-19 exceptional extension to the period of registered study is awarded, as decided at the final annual review, in which case the maximum period is 4.5 years.  **MPhil** – full-time course *minimum* 1 year and part-time 2 years. Most full-time MPhil students are registered for 2 years. The maximum period of study allowed is 3 years full-time, 6 years part-time unless a Covid-19 exceptional extension to the period of registered study is awarded, as decided at the final annual review, in which case the maximum period is 3.5 years. |
| **Section 1 –** **Student Information:**  Extra period of study requested (see above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  First Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School/Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Candidate for (please tick ): PhD  MPhil  |
| **Section 2 - School/Student Declaration:**  I request permission to register for an additional period of study and this has the support of my supervisor(s).  Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  Signatures of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor(s):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  Name of principal supervisor (in capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  As supervisors of the above student, we **confirm** that (please tick as appropriate):   an extension to the period of study is justified on the grounds of only Covid-19-related reasons as given below; that no non-Covid-19-related reasons have contributed to the need for an extension to the period of study, and that the extension is not requested to make up for ‘time lost’. \*   an extension to the period of study is not on the grounds of Covid-19  Head of School signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Section 3 – Visa and Immigration Team Approval** (For all international students and students from the EU/EEA/Switzerland who started a course on or after 1 January 2021, studying in the UK on student visa, this may have an impact on your immigration status)  On behalf of the Visa and Immigration Team, I can confirm that the student has been fully informed of the implications this additional period of registration will have on their immigration status in the UK. The student understands that the University is obliged to report this additional period of registration to the UK Home Office.  Are you currently sponsored by an officially recognised sponsor? Yes □ No □  If yes, please give the name of your sponsor and file number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you are sponsored, this change may have implications to your funding. If you have sought permission from your sponsor, you must attach written evidence; otherwise the International Office will be obliged to inform your sponsor.  Does this course require ATAS clearance: Yes □ No □  In some cases new ATAS clearance may be required, even if you have applied before.  Your advisor will inform you if this applies to you.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (On behalf of the Visa and Immigration Team) Date: \_\_\_\_\_\_\_\_\_\_\_ |
| **Section 4 – to be completed by the student for requests on grounds of Covid-19 only\***  As part of your discussion of progress and need for an exceptional Covid-19 extension with your supervisors, you should have discussed and recorded a short plan detailing:  a. The completed research work at the point of application  b. The research work that remains to be done to meet doctoral outcomes  c. a time-line for the completion of outstanding research and thesis completion, and a date for thesis submission.  By signing below, you confirm that you require a zero fee extension to registered study, and that you have discussed your progress with supervisors and that the above pieces of information are recorded in your progression record.  Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \* The university will provide an extension to time of up to six months for all PGRs who were registered for a doctoral degree or MPhil **prior 1 March 2020** and have **end dates after 2 October 2021 and before 30 September 2023**. PGRs will not be charged a tuition fee for this extension. |

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