

## University of Nottingham Malaysia

**Request to Register a Research Student**

**for an Additional Period of Study**

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), please complete and return this form to your School/Department Administration office at University Nottingham Malaysia.

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| **PLEASE READ:**  \* If you are sponsored, this change may have implications to your funding. It is your responsibility to inform your sponsor about the change of your study.  \* 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.  **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.  It is possible that students may be required to register for as period which is longer than these minima. The student’s supervisor\* should involve the student in discussions about their registration. |
| **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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Head of School signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section 3 – Visa Office Approval (overseas students only)**  On behalf of the Visa Office, I can confirm that the student has been fully informed of the implications this extension will have on his/her immigration status in Malaysia. (The student understands that the University is obliged to report this additional year to the Home Office at some point in the near future.)  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ |