

**Application for an Extension to the Thesis Pending Period -** *Research Degrees Only*

**A maximum of 6 months (12 for part time students) extension will be granted for a first request. Second or subsequent requests which will exceed twelve months (twenty four months for part time students) will require approval by the University’s Quality and Standards Committee.** Please read the “Procedure for applying for an extension” (<http://www.nottingham.ac.uk/academicservices/qualitymanual/researchdegreeprogrammes/the-thesis-pending-period.aspx>) before completing the form. If your request is approved, the thesis pending extension fee as stated in the University’s Fees Schedule ([Malaysian students - paying your fees - The University of Nottingham - Malaysia Campus](https://www.nottingham.edu.my/Study/Offer-holders/Paying-your-fees/Malaysian.aspx)) ([International students - paying your fees - The University of Nottingham - Malaysia Campus](https://www.nottingham.edu.my/Study/Offer-holders/Paying-your-fees/International-students.aspx)) under the Exceptional Fees section, will be payable. Once the form is complete please return this form to your School/Department Administration office at University Nottingham Malaysia.

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| **SECTION ONE: Your Details** |
| Family Name: |  | First Name(s): |  |
| ID: |  | School: |  |
| Date Thesis due for Submission: |  | **If an extension is granted, the new expected submission date will be a maximum of six months from your current expected submission date** |
| Extension requested until: |  |
| Please indicate if you have Research Council funding: | Yes □ No □ |
| **SECTION TWO: Reason for Extension Request** |
| Please indicate below by ticking in the appropriate box the circumstances that have led you to request an extension to your thesis-pending period and attach supporting evidence for consideration. **Please be aware that taking up employment during the thesis-pending period or voluntary service overseas would not normally warrant an extension and therefore an extension based on these circumstances is likely to be refused.** |
| Exceptional personal circumstances (e.g. illness, hospitalisation, accident)Maternity/PaternityDeath of close relative or partnerIllness of close relative or partner where student is the carer | □□□□□□□□□□□□□□□□□□□□□□□□□□□□ | Prolonged jury serviceExpeditions for sport of national significance Requirement to undertake military serviceIllness/issue relating to disability or a specific learning difficulty | □□□□□□□□□□□□□□□□□□□□□□□□□□□□ |
| If your extension relates to a disability or specific learning difficulty, have you made contact with Disability or Academic Support?[[1]](#footnote-1) | Yes □ No □ |
| Do you give Student Administration permission to contact Disability or Academic Support in support of your request? | Yes □ No □ |
| As part of your case you should explain below how the writing-up of your thesis has been affected and for what period of time **Only circumstances affecting your thesis-pending period can be considered. Requests based on circumstance which occurred prior to your thesis pending period will be refused.***If necessary, please attach a separate sheet.* |
| **SECTION THREE: Plan for Submission of Thesis** |
| Please attach your plan for the submission of your thesis should an extension be granted. Your plan should include information on: * which thesis chapters are complete
* what work remains to be done on incomplete chapters
* time-line for the completion of any outstanding work

**Your request will not be considered unless this detailed plan is provided**. It is advisable that you seek the advice of your supervisor when preparing this. |
| **SECTION FOUR: Your Declaration** |
| I certify that the information provided be me as extenuating circumstance is true, I have attached supporting documentation and a plan for the submission of my thesis and request an extension to my thesis-pending period.**Signed: (Student) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** When completed, this form must be signed by your principal supervisor and by your Head of School (and by the Visa and Immigration Team Office if you are an international student). You should then submit the form to one of the [Student Service Centres](http://www.nottingham.ac.uk/studentservices/contact-us/locations.aspx) (in person or by post) (or Student Registry at UNMC or Graduate School at UNNC) for consideration on behalf of Quality and Standards Committee. |
| **SECTION FIVE: Academic Approval by School/Department\*** |
| ***To be completed by Supervisor:*** |
| Students should not be undertaking further research in the thesis-pending period. Please indicate below by ticking the appropriate box whether the student must have access to facilities at the University of Nottingham to complete their writing up.  |
|  The student needs access to facilities to complete writing up (e.g. IT, Library)□□□□□□□  The student does not need access to facilities to complete writing up□□□□□□□While this may not impact on the decision to grant an extension, please see note in Section Six in relation to immigration |
| Please provide a statement of support as the student’s supervisor:*If necessary, please attach a separate sheet.* |
| I certify that to the best of my knowledge the information provided above is true and I support the request for an extension to the student's thesis-pending period, which satisfies the University criteria given in the Quality Manual [<http://www.nottingham.ac.uk/academicservices/qualitymanual/researchdegreeprogrammes/the-thesis-pending-period.aspx>].**Signed: (Supervisor) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_****Name in block capitals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ***To be completed by Head of School or Nominee:*** |
| **Signed: (Head of School)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **SECTION SIX: Visa Office****(for overseas students only)\*\*** |
| **Please note: The University may not be able to act as an immigration sponsor in circumstances where a student requests an Extension which would lead to a total period of more than 24 months of thesis pending.** |
| Are you currently funded 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 Visa 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.  |
| On behalf of the Visa Office, I confirm that the student has been fully informed of the implications this extension will have on his/her student immigration status in the Malaysia. The student has been told that the University may be obliged to report this Extension to the Malaysia Immigration authorities. **Signed: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­\_\_\_\_\_\_\_\_\_\_\_****(On behalf of the Visa Office Team)** **Remarks:** |

**\***Academic Approval of this request does not mean that overseas students have the right to remain in Malaysia.  Visa Office advice should be followed.

**\*\***Visa and Immigration advice that an international student has the right to remain in the Malaysia does not mean that Academic Approval has been given.  Your request will be processed and you will be informed of the outcome in writing by Student Registry Office.

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| **Office use only** |  |
| Form complete [ ]  | Evidence [ ]  |
| CS updated [ ]  | Signed by Supervisor [ ]  |
| Notified student [ ]  | Signed by HoS [ ]  |
| Notified other departments [ ]  | Visa and Immigration Advice (international only) [ ]  |
| Duration of previous extensions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approved by: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Total duration of extension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. If not it is recommended that you do so to ensure that appropriate support is put in place: <http://www.nottingham.ac.uk/studentservices/supportforyourstudies/index.aspx>. [↑](#footnote-ref-1)