

## EXTENSION OF REGISTRATION

Regulation 16, section 22 states that if you are unable to submit on time due to unforeseeable circumstances, you may request an extension of registration, subject to approval by the Board of Studies (Doctoral). Unforeseeable circumstances may include but are not limited to: significant data loss; unforeseeable difficulties with data gathering; difficulties in conducting fieldwork; equipment failure. The following will not normally be acceptable as grounds for permitting an extension of registration: conduct of research, such as fieldwork, away from the University; to prepare research papers for publication; any decision to change the format of the thesis; lack of progress or attendance on your part, especially where this is due to circumstances which would be more appropriately addressed via a suspension of studies or change of mode of studies to part-time.

See Reference notes at end of form for the full Regulation 16 requirements in relation to extensions of registration.

You should discuss any application to extend with your supervisor and Director of Studies in the first instance.

This form can be completed and submitted electronically, but if you are completing this form by hand, please use BLOCK CAPITALS. The completed form should be passed to the Doctoral College.

### 1. General details of the student's current registration

<b>Surname</b>	<b>Student Number</b>
<b>Full Forenames</b>	<b>Main funding source</b>
<b>Department/School</b>	<b>Degree currently registered for</b> (e.g. MPhil, PhD)
<b>Visa holder? (please circle)</b> Y    N	
<b>ATAS course? (please circle)</b> Y    N	
Note to Doctoral College administrators: If yes to both, then this form must receive sign-off from the Student Immigration Service before going to Academic Registry. (A change in study duration of more than 3 months may invalidate the ATAS certificate).	
<b>Supervisor(s)</b>	
<b>Current mode of study</b> (please tick the appropriate box(es))	
<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Industrially/ Externally based <input type="checkbox"/> Staff A <input type="checkbox"/> Staff B	
<b>Start date of registration</b>	<b>Current end date of registration</b>
<b>Thesis/Portfolio full title agreed by the Faculty/School at Candidature (or following a change of thesis title request on form PGR11)</b>	
<b>Previous periods of suspension</b>	
<b>Previous periods of extension</b>	

### 2. Specific details relating to this request

<b>Length of extension requested:</b>
<b>Requested start date of extension</b> ( <i>usually the day after current registration end date</i> ):
<b>Reason for requesting extension</b> ( <i>statements such as "to complete thesis" are unacceptable</i> ):

<p><b>Has a workplan covering the period until you submit your thesis been included with this request? (Yes/No):</b></p>

**3. Supervisor’s comments**

**Signed** ..... **Date** .....  
*Lead Supervisor*

**Signed** ..... **Date** .....  
*Director of Studies*

<p><b>For Office Use:</b>                  Where the student holds a visa and an ATAS certificate, approval must be sought from the Student Immigration Service (SIS) before an approved request can be processed in SAMIS. Following the Board of Studies (Doctoral) meeting, please email this form to SIS ( <a href="mailto:studentimmigrationservice@bath.ac.uk">studentimmigrationservice@bath.ac.uk</a> ) for this section to be completed. SIS will then return the form to the Doctoral College and add comments to the SAMIS notes section. The Doctoral College will then inform Academic Registry to process the change within SAMIS.</p> <p>Based on the information provided and current student immigration rules, does the student’s immigration status permit the proposed change of mode of study? Y / N                  Date student presented proof of application for an ATAS Certificate: __ - __ - __                  SIS print name:                  SIS signature:                  SIS date:</p>
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**Reference notes:**

Regulation 16.22 Extension of Registration:

22.1 *If a student is unable to submit on time due to unforeseeable circumstances, they may request an extension of registration, subject to approval by the Board of Studies (Doctoral). Unforeseeable circumstances may include, but are not limited to:*

- *significant data loss*
- *unforeseeable difficulties with data gathering*
- *difficulties in conducting fieldwork*
- *equipment failure*

22.2 *The following will not normally be acceptable as grounds for permitting an extension of registration:*

- *Conduct of research, such as fieldwork, away from the University*
- *To prepare research papers for publication*
- *Any decision to change the format of the thesis*
- *Lack of progress or attendance on the part of the student, especially where this is due to circumstances which would be more appropriately addressed via a suspension of studies or change of mode of studies to part-time.*

- 22.3 *Students and supervisors are expected to plan and manage research projects to completion within the maximum period of registration for the programme. Requests for extension received later than 3 months prior to the expiry of registration will not normally be approved.*
- 22.4 *Full-time students may extend their registration up to a maximum of 12 months in total. Part-time students may extend their registration up to a maximum of 24 months in total.*
- 22.5 *Extension requests may be approved in periods of up to 12 months at one time. Part-time students requesting extensions beyond 12 months will be asked to provide an update on their workplan before approval of additional time can be granted.*
- 22.6 *Extensions should be of the shortest duration necessary to complete the work before submission and should be supported with a workplan to completion. More than one extension request may be submitted if further unavoidable delays to the workplan are encountered, providing the periods of extension do not exceed a total of 12 months.*