

The Board of Studies (Doctoral) may permit a student to re-register to their programme, setting a new minimum and maximum registration period, and any progression milestones to be completed during the additional registration.

This form may be used to request an additional period of registration for the purposes of:

- i. facilitating a late submission. Such re-registrations will be of limited duration (ordinarily < 2 months) and must be requested when there are at least three months of the current registration remaining, or
- ii. restarting a project after permission has been granted to change the research topic, or
- iii. resuming study after termination of the original registration due to non-payment of fees

During academic year 2024/25 the Board of Studies (Doctoral) may consider requests to re-register on other grounds than those mentioned above, but only in exceptional circumstances.

Section 1. General details of the original registration

Surname	Student Number
Full Forenames	
Department/School	Degree programme
Names of Supervisors	
Thesis/ Portfolio title	
Start date of original registration	End date of original registration
Was progression to the research phase of the programme or confirmation of PhD registration status achieved during the original registration period?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

Section 2. Details about the proposed new registration

To be completed jointly by the student and lead supervisor, providing details of any specific parameters to apply to the re-registration. These may include requests for recognition of credits awarded or progression milestones achieved during the first registration.

Length of re-registration requested:	
Intended mode of study <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Intended mode of attendance <input type="checkbox"/> Submission pending <input type="checkbox"/> Active study <input type="checkbox"/> Writing up (administration) <small>no supervision or facilities access</small>
Main funding source:	
List any completed units and previously awarded credits to be transferred to the new registration:	

Section 3. Supporting statements

Please state your reasons for requesting to re-register, you may wish to explain why it was not possible to complete the degree programme within your original registration period, and how your circumstances have changed such that successful completion is now possible. The Board of Studies will expect to see a study plan that shows how the remaining work will be completed within the time requested.

Signed..... **Date**.....
Student

4. Supervisory support

Please state your support for the student’s proposed re-registration and confirm that you are able to continue in a supervisory capacity for the timeline outlined in their workplan to completion.

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

5. Director of Studies comments

Please comment upon the student’s proposed re-registration to your programme.

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

Please return this form to your doctoral programme administrator, so the request can be considered by the Board of Studies (Doctoral).

For Office Use:

To be completed after consideration by the Board of Studies (Doctoral)			
BoSD Meeting date:		Approval granted:	Y / N
Registration period total:	months	Start / End dates are:	/