

**EXTENSION REQUEST FORM FOR POSTGRADUATE STUDENTS**



An extension should be requested if the student is in need of additional time to complete their studies. The criteria for extensions can be found on the link below. Additional guidance is also provided overleaf.

[https://www.lancaster.ac.uk/media/lancaster-university/content-assets/documents/student-based-services/course-and-study-changes/Extension\\_criteria\\_for\\_pgs.docx](https://www.lancaster.ac.uk/media/lancaster-university/content-assets/documents/student-based-services/course-and-study-changes/Extension_criteria_for_pgs.docx)

Name of student: \_\_\_\_\_ Student ID number: \_\_\_\_\_

Department \_\_\_\_\_ Degree/Scheme: \_\_\_\_\_

Please indicate funding source:  self-funded  research council  employer  other

If sponsored, has the sponsor been consulted about the proposed extension Yes  No   
If YES, please attach to this form a copy of the sponsor's response.

Current maximum completion date \_\_\_\_\_ (dd/mm/yy)

Extension requested to \_\_\_\_\_ (dd/mm/yy)

Reason for extension (please ensure that relevant supporting correspondence is attached if appropriate):

**DEPARTMENTAL APPROVAL**

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Head of Department signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Institutional decision</b>	Request approved <input type="checkbox"/>	request rejected <input type="checkbox"/>
Extension for _____ months	Revised maximum completion date: _____	
Signed: _____	Date: _____	

## Notes

### Writing up fees

Once a student enters the writing up phase of their postgraduate research degree, they will be liable for writing up fees. This fee covers a period of 12 months and is payable for each year that they remain 'writing up'. Should they submit within the first three months of the liability being incurred, the invoice will be cancelled. If they are still classed as writing up after three months, they will be liable for the full 12 months of fee, even if they submit in less time. The writing up fee increases each year you remain recorded as such. The current rates are as follows:

Year 1: £230

Year 2: £465

Year 3: £930

Year 4: £1,860

Please be advised that in order for your status to change to 'writing up', you must have had your PhD status confirmed no less than 12 months prior to your minimum completion date. Part time students must have submitted a full first draft of their thesis to their department, and the department confirm this to the Records Team via a change of status form to the Registry. If these criteria are met, students will be automatically moved to 'writing up' once they have reached their minimum date.

### Extension fees

If a Masters (including Masters by Research) student requires an extension, they will be liable for an extension fee. This fee will cover any period up to 12 months, after which a further fee will be due.

Extension up to 12 months: £200

### Extensions for overseas students

Students on Tier 4 student visas will need to ensure that their visa covers the extended period of study if they are remaining in the UK. If they require assistance with this they should contact the International Support team – [visa-advice@lancaster.ac.uk](mailto:visa-advice@lancaster.ac.uk)