### Research Degrees Sub Committee

# RD3e Application for an Extension to the maximum period of study

#### Immigration/Visa Implications (International Students Only)

Please ensure that the extension period is covered by your student visa or that you will be eligible for an extension to your visa.

Please contact an International Student Adviser on [adviceinternational@londonmet.ac.uk](mailto:adviceinternational@londonmet.ac.uk) or telephone 0207 133 4186.

☐Please tick here to confirm that you have gained advice on the immigration/visa implications, if this application is approved.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What are you applying for? | | | | | | | | | | |
| ☐ First Extension | | | | | ☐ ☐ Additional Extension | | | | | |
| Your details | | | | | | | | | | |
| Date |  | | | ID no | | | |  | | |
| Name |  | | | Email address | | | |  | | |
| Enrolment date |  | | | Expiry of registration date | | | |  | | |
| I am registered for: | ☐ MPhil  ☐ PhD  ☐ DProf/EdD  ☐ Other | | I am: | ☐ Full-time  ☐ Part-time | | | | I am: | | ☐ Home/EU  ☐ International |
| Thesis title |  | | | | | | | | | |
| Lead supervisor |  | | | Lead supervisor email address | | | |  | | |
| Second supervisor |  | | | Second supervisor email address | | | |  | | |
| Any additional supervisors or advisors |  | | | | | | | | | |
| School in which your research is based | ☐ School of Art, Architecture and Design  ☐ School of Business and Law  ☐ School of Computing and Media | | | | | | ☐ School of Human Sciences  ☐ School of Social Sciences and Social Professions | | | |
| Extension request | | | | | | | | | | |
| Length of extension being requested | | | |  | | | | | | |
| With effect from: date from and to | | | |  | | | | | | |
| Previous extensions that you have already been granted | | | |  | | | | | | |
| Reasons for current request | | | |  | | | | | | |
| What evidence have you submitted with this form?  (You may need to supply independent evidence to support your application) | | | |  | | | | | | |
| If you are an international student, please can you tick here if you are currently in receipt of a tier 4 Visa.  If you have answered yes, you will need to speak to the International Office and ask them to sign your form before we will be able to process it.  The International Office’s contact details are:  adviceinternational@londonmet.ac.uk | | | | ☐Yes  ☐No | | | | | | |
| International Office signature to confirm that student has received advice about how this change of study will affect their visa. | | | |  | | | | | | |
| Summary of progress made(to be completed by the student) | | | | | | | | | | |
| Please provide a summary of the progress on the research so far and a timetable of the work still to be completed. Please attach the most recent thesis chapter. | | | | | | | | | | |
|  | | | | | | | | | | |
| I confirm that to the best of my knowledge, all information given is true and all evidence submitted is genuine.  I understand that a fraudulent claim may lead the University to take action under its disciplinary procedures. | | | | | | | | | | |
| **Signed (student)** | |  | | | | **Date** | | |  | |
| Report from the supervisor | | | | | | | | | | |
| The supervisors are asked to provide a brief progress report to assist the RDSC or Head of Graduate School in considering the application. This should address the issues of the student's motivation, and personal and academic factors which might have affected this, the likelihood of a return to study, and the continued academic viability of the project. Where applicable, the advisability of submission for MPhil rather than PhD should also be considered. | | | | | | | | | | |
|  | | | | | | | | | | |
| Recommendation of the Supervisors | | | | | | | | | | |
| Having considered all aspects of the student's progress and having consulted with the second supervisor, (please choose **one** of the options below): | | | | | | | | | | |
| ☐I **recommend** that the extension to the maximum period of study should be granted  ☐I **do not** **recommend** that the extension to the maximum period of study should be granted | | | | | | | | | | |
| **Supervisor name** | |  | | | | **Date** | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Recommendation of the Head of Graduate School | | | |
| ☐I **recommend** that the extension to the maximum period of study should be granted  ☐I **do not** **recommend** that the extension to the maximum period of study should be granted | | | |
| **Head of Graduate School** |  | **Date** |  |
| (OFFICE USE ONLY) | | | |
| ☐I **recommend** that the extension to the maximum period of study should be granted  ☐I **do not** **recommend** that the extension to the maximum period of study should be granted | | | |
| **Pro VC for Research/ Chair of the RDSC** |  | **Date** |  |