**Application to request an extension to date of submission of thesis**

**COVID RELATED ONLY**

This form is to be used if you wish to request a submission date that is later than your end date, as permitted under SGUL maximum registration period regulations and the request is due to a Covid related reason. Extensions granted for Covid related requests will not incur a financial penalty and, as long as the thesis is submitted by the new submission date, will not be regarded as over time

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| **Student Details** |
| Surname:Click or tap here to enter text. Forename:Click or tap here to enter text. |
| Institute:Click or tap here to enter text. Programme:Click or tap here to enter text. |
| Date of Registration:Click or tap here to enter text. |
| Student ID Number: Click or tap here to enter text. |

**Details of requested submission date**

Permitted end date:Click or tap here to enter text.

Submission date requested:Click or tap here to enter text.

Detailed reasons for request including why an IOS was not requested

**FEES**

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| **Student statement** |
| I understand that, should this submission date extension request be approved, I not be liable for any fees for the period from my permitted end date to the date that I submit my thesis but will be charged ‘continuing student fees’ from the date that I submit, to the date of award |
| Student signature: |
| Date:Click or tap here to enter text. |

**Supervisors**

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| **Supervisor’s statement** |
| I have fully discussed with this student the implications of requesting an extension to their submission date. We attach a timetable detailing the new timescale for the submission of this student’s thesis.  I confirm that an interruption of study was not regarded as appropriate for this student. |
| Supervisor signature |
| Supervisor Name:Click or tap here to enter text. Date:Click or tap here to enter text. |

**Guidance**

This form is to be submitted in advance of the planned late submission date. It should be submitted to the Research Degrees Committee as early as possible.

Please be clear and provide sufficient details in the reasons for the request.

The timetable may be in any form but a Gantt chart would be the most acceptable.

Other supporting documents and evidence may be presented in support of the request.