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

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. You should note that, if your request is approved by the Research Degrees Committee, your end date will not change, but you will be permitted to submit after this. Your submission will then be recorded as out of 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

**Fees**

**Please note that your fees will return to the full rate for your mode of attendance from your permitted end date to the date that you actually submit your thesis. You will then be moved to ‘continuing student’ fees. Fee rates can be requested from the Graduate School**

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| **Student statement** |
| I understand that, should this submission date extension request be approved, I will return to the full fee rate for my mode of attendance for the period from my permitted end date to the date that I submit my thesis. I have made provision for the payment of these fees. |
| 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 understand that this request puts the student over time and that this will be noted by the Research Degrees Committee with regard to future applications that I make. |
| 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.