

St George's, University of London

**CRITERIA IN RESPECT OF APPLICATIONS FOR AN EXTENSION TO A  
MAXIMUM PERIOD OF STUDY (“REGISTRATION PERIOD”)  
2020-21**

It has been agreed:

- (i) that every case should be treated individually on its own merits
- and
- (ii) that any of the following factors *could* be taken into account in reaching a decision on whether or not to allow an application for an extension to a maximum period of study (registration period) in accordance with the appropriate procedures:

These criteria have been provided as guidance. Students should use categories (a-i) where the information is directly relevant to their application.

- (a) the case made in writing by the student for granting an extension to the maximum period of study;
- (b) the student’s academic record (both before and after admission to St George’s);
- (c) the student’s attendance record;
- (d) specific comments from teachers with regard to conduct on the programme and/or specific comments from examiners with regard to performance in examinations;
- (e) overall pattern of performance during course (e.g. unexpected dramatic decline);
- (f) documented mitigating circumstances with evidence e.g. health, family or social problems of relevant impact during the course of the programme;
- (g) statements requested by the student from:
  - (i) normally not more than **two** members of academic staff of the University (one of whom should normally be the student’s personal tutor. This member of staff should have seen the student’s written submission to the Registration Extension Panel and should comment on it);
  - (ii) officers or members of the Student’s Union (optional) – normally not more than **two**;
  - (iii) appropriate evidence of mitigation from professional authorities in the case of health, family or social problems e.g. GP, solicitor, counsellor or social worker;
- (h) (exceptionally) major extra-curricular contributions e.g. participation in Olympics;

- (i) other significant factors which the Panel consider to be relevant to the applicant's continuing registration as a student including any Interruption of Study taken for pregnancy and maternity purposes obtained with prior approval under St George's Student Pregnancy, Maternity, and Paternity Policy & Guidance.