# **Registry, Academic Services**

**Application for an Extension to your Dissertation Submission Deadline**

For Students on Postgraduate Masters or Continuing Professional Development (CPD) Programmes

This form should only be used if:

* The dissertation module has been started and an extension to the submission deadline is required. (Please refer to the procedure for applying for a Leave of Absence from your studies if your circumstances will prevent you from starting the dissertation module at the normal time)
* An extension to the submission deadline will mean that final completion of your programme will exceed the normal period of registration. For example, for a Full-time Masters programme the normal registration period is 12 months and a Part-time Masters programme is 24 months. (Please consult your Department/School for clarification regarding programme length)
* The extension will not be (or has not been) considered through the usual extenuating circumstances procedures prior to the meeting of the Board of Examiners.

**Please note** that if your extension to dissertation submission is accepted you will be considered to be an **External** student once your normal period of registration expires. As an External student you will no longer be a fully registered student and will not have full access to the University’s facilities.

It may be possible for you to repeat the dissertation module as an internal student subject to the approval of your School or Department. As a result you will be a fully registered student and have full access to University facilities. Please however be aware that you would be required to re-register via [www.my.bham.ac.uk](http://www.my.bham.ac.uk) and pay tuition fees. The tuition fee will be calculated pro-rata on the number of credits for the dissertation module.

Please complete this form and return it to your School or Department**.**

After approval, it is your responsibility to ensure that the form is handed in to the **Student Information Team** in the Student Hub, Aston Webb C Block (R7 on the campus map), *OR* posted to **Taught Student Administration,** Registry, University of Birmingham, Edgbaston, Birmingham B15 2TT.

The Taught Student Administration team will then process your application and will contact you via email.

 

**Mode of attendance:** (e.g. full-time, part-time)

**Email address:** (for confirmation of status change)

**Programme of study:**

**Year of study:** (e.g. year 1)

**Name:**

**ID number:**

**What is your current dissertation submission deadline?**

**Please state the length of extension required.**

**Please provide details about the progress you have made with your work (i.e. how many chapters of the dissertation are complete, etc.)**

**Reasons for requesting an extension to your dissertation submission deadline**

**Please note that appropriate third party documentary evidence will need to be provided to your School/Department with this application.**

**Student visa holders:**

**Do you currently hold a student route (previously Tier 4) visa?**

Yes  No  Not Applicable 

**IMPORTANT**

**If you are student route visa holder the change to being an External student or repeating the dissertation module will affect the status of your visa, as the University is required to report a change to your registration status to UK Visas and Immigration.**

***You are strongly advised to seek further advice from the International Students Team (IST) prior to submitting your request, by logging an enquiry at*** [***www.studenthelp.bham.ac.uk***](http://www.studenthelp.bham.ac.uk)

**Should you decide not to take immigration advice from this specialist service, please be advised that you do so at entirely your own risk.**

**DECLARATION: I understand the implications of requesting an extension to my dissertation as an external student.**

Date:

Signature of student:

**Please tick here if you wish to apply to repeat the dissertation module as an internal student:**

**DECLARATION: I understand the implications of requesting to repeat the dissertation module and that I will be required to pay a further pro-rata tuition fee.**

Signature of student:

Date:

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To be completed by School/Department

This application must have the full support of the School.

On behalf of the School/Department I hereby:

|  |  |  |  |
| --- | --- | --- | --- |
| Approve the application for an Extension to the Dissertation Submission Deadline  |  |  |  |

**The student’s dissertation submission date will now be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| Approve the application to Repeat the Dissertation Module as an Internal student  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do not approve the application for an Extension to the Dissertation Submission Deadline/Repeat the Dissertation Module as an Internal Student |  |  |  |

|  |
| --- |
| Comments (including reasons for rejection if applicable): |

Comments including reasons for rejecting application as applicable:

Name (please print):

Position:

Date:

Signed:

Please forward this form to Taught Student Administration as soon as possible.