**Registry, Academic Services**

**Application for an Extension to Maximum Period of Study**

**Undergraduate and Postgraduate Taught Students**

|  |
| --- |
| For additional information, hover over the **highlighted** words or phrases |

|  |
| --- |
| **Section A** is to be completed by the student. **Section B** is to be completed by the authorised signatory for extension requests in your School/Department (e.g., Programme Director) |

**Section A - Student**

|  |  |
| --- | --- |
| 1. **Name:** Click or tap here to enter text.
2. **Student ID:** Click or tap here to enter text.
3. **University email address:** Click or tap here to enter text.
4. **School/Department:** Click or tap here to enter text.
5. **Programme of study:** Click or tap here to enter text.
6. **Which year of your programme are you currently in?** Choose an item.
7. **Date of entry into this programme of study:** Click or tap to enter a date.
8. **Have you had a previous extension?**

[ ]  Yes[ ]  No1. **If yes, please give details, including dates and brief reasons (i.e., medical, financial, etc.):**

Click or tap here to enter text.1. **Length of extension requested**

From (Date of expiry of Maximum Period of Study): Click or tap to enter a date.To (Requested new completion date): Click or tap to enter a date.1. **Please select reasons for requesting an extension by ticking the appropriate category/categories below:**

[ ]  Medical[ ]  Financial[ ]  Compassionate/bereavement[ ]  Competitive sports[ ]  Personal[ ]  Major unforeseen disruption[ ]  Other (please state reason below)Click or tap here to enter text.1. **Please state why you have not been able to complete within the maximum period of study for your programme of study (max 500 words):**

Click or tap here to enter text.1. **Do you have any existing extension requests for coursework or examinations we should be aware of?**

[ ]  Yes[ ]  No**If yes, please give details below:**Click or tap here to enter text.

|  |
| --- |
| Extension to a student’s maximum registration should normally be submitted at least two months before the expiry of the maximum period of study (see section 6 of the [Code of Practice on Procedures for Extensions to Study Periods).](https://intranet.birmingham.ac.uk/student/academic-support/registry/legislation/codesofpractice/index.aspx) |

1. **Is this form being submitted within two months prior to the expiry of your maximum period of study?**

[ ]  Yes[ ]  No1. **If no, please provide an explanation as to why the extension was not submitted before the expiry of the maximum period of study.**

Click or tap here to enter text. |
|  **Supporting Evidence:** |
| 1. **Has supporting evidence been attached (e.g., medical certificate, financial certificate?)**

[ ]  Yes[ ]  NoYou should be aware that these documents will be made available to the University’s Progress and Awards Board.1. **If no, please explain why you are unable to provide supporting evidence:**

Click or tap here to enter text. |

|  |
| --- |
| **Work Plan:** |
| 1. **Please attach a detailed Work Plan outlining the below:**
* Details of modules still to be completed with submission/assessment dates
* Details of any re-submission/re-assessment dates

For more substantial pieces of work (e.g., Dissertation or Project):* Details of work already completed
* Details of the work still to be completed
* Timeline for completion and date for final submission
1. **Please tick to confirm that you have attached your Work Plan:** [ ]

Please note that requests will not be considered without a Work Plan. |

|  |
| --- |
| **To be completed by international students:** |
| If you are not an international student, please ignore the questions below and proceed to the declaration section.1. **Do you currently hold a visa valid for study in the UK?**

[ ]  Yes[ ]  No1. **If yes, please indicate the type of visa that you hold – e.g., Student route (previously Tier 4), Dependent etc.**

Click or tap here to enter text.1. **What is the expiry date of your visa?**

Click or tap to enter a date.1. **Do you currently hold Indefinite Leave to Remain or Refugee status?**

[ ]  Yes[ ]  No1. **Are you currently in the UK?**

[ ]  Yes[ ]  No1. **Are you planning to remain in the UK during your requested extension?**

[ ]  Yes[ ]  No1. **Contact address and postcode:**

Click or tap here to enter text.Please continue to the section titled **‘To be completed by all students’** |

|  |
| --- |
| **To be completed by all students:** |
| 1. **Declaration: I confirm that I understand the implications of applying for an extension to the maximum period of study**

**Signature (print name):** Click or tap here to enter text.**Date:** Click or tap to enter a date. |

|  |
| --- |
| **End of Section A. Student section completed.**You will now need to send the form to your School/Department |

**Section B – To be completed by the Authorised Signatory for extension requests (e.g. Programme Director)**

|  |
| --- |
| 1. **Do you support this request?**

[ ]  Yes[ ]  No1. **Please give your rationale for your response (whether supporting the student’s request or not).** Requests will be returned if this information is not included:
2. **Is evidence to support this request attached?**

[ ]  Yes[ ]  No1. **If you are supporting this application without evidence, please state the reasons for this below:**

Click or tap here to enter text.1. **Please comment on the student’s Work Plan** – i.e. whether you feel completion of the programme is achievable within the time requested. Where you consider that the timeframe requested has been overestimated, please provide a revised date and indicate your reasons for this:

Click or tap here to enter text.1. **Signature (print name):** Click or tap here to enter text.
2. **Full name of authorised signatory:** Click or tap here to enter text.
3. **Job title:** Click or tap here to enter text.
4. **Date:** Click or tap to enter a date.

**End of Section B** |

|  |
| --- |
| **End of document** |