**COVID19 Extension Review & Appeals Process**

Once you have received our decision regarding your COVID19 extension request, you may find that either your circumstances change during the year (in which case you need to apply for a review), or you disagree with our decision (in which case you should appeal).

Please complete Part A to provide your details. If you wish to request a review, please complete section B below.

If you are appealing your decision you should complete section C, but please note that this can only be considered (i.e. eligible) if either

1. you feel that your extension request has not been properly and fairly assessed by considering the extent of disruption and the corresponding need for additional time to complete your research;
2. you have new/updated information that was not, or could not, be submitted as part of your initial extension request.

You can find the current COVID19 Extensions Policy and Criteria at:

<https://intranet.birmingham.ac.uk/student/graduateschool/pgr/covid/covid-19-extensions-policy-and-criteria.aspx>

Please complete the relevant section below (noting that you cannot apply for a review and an appeal at the same time).

Once completed, please forward your COVID-19 Extension Review and Appeal form to your Supervisor for completion of part D, before submission to the University Graduate School (graduateschool@contacts.bham.ac.uk)

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| **PART A: To be completed by the PGR** (insert your ID No. and name on each page of this form) |
| **Surname (Family Name):** |
| **Forename(s):**  | **Title:** (Dr, Mr, Ms etc)  | **Student ID Number:** |
| **School/Department:** |
| **Degree/Mode of Study** (eg PhD, FT):  | **Date of entry into this programme of study:** DD/MM/YYYY |
| **Email Address you wish the outcome of your request to be sent to:** |
| **Name(s) of Supervisor(s):** |
| **Are you a UKRI funded, UoB funded, externally funded or Self-funded PGR?** |
| **When did you receive confirmation of your COVID-19 Extension decision?** DD/MM/YY |
| **What is the total length of COVID-19 Extension(s) you have you been awarded to date?** |
| **Please note the majority of extensions should be for up to a total length of 3 months. For exceptional circumstances longer extensions will be considered.****How long (in months) is the additional extension that you are requesting through the COVID-19 Extension Review and Appeal Process?** From (Current End of minimum registration period) DD/MM/YYYYTo (Requested end of funding date) DD/MM/YYYY |
| **Please outline how you have adapted your research plan to mitigate against the impact of COVID-19 - maximum length of response: 200 words** |
| **The** [**Statement of Disruption to Research**](https://intranet.birmingham.ac.uk/student/graduateschool/pgr/covid/covid-19-statement-on-disruption-to-research.aspx)**, provides a process for declaring COVID-19 disruption to planned research at milestones (i.e. progress reviews) and thesis submission. The statement summarises the research that had originally been planned and how disruption to a PGRs research, caused by the COVID-19 pandemic, has altered those plans.** **In line with the Regulations of the University of Birmingham, the academic standards for each milestone and the thesis examination itself remain in place. However, there can be some flexibility in consideration of the *quantity and scope* of work produced that is facilitated through the Statement of Disruption to Research.** |
| Please explain how the Statement of Disruption to Research can be used to provide some flexibility in consideration of the quantity and scope of work produced for your thesis examination. 200 words |

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| **PART B: To be completed by the PGR: Request to Review COVID-19 Extension Outcome** |
| Please explain how your circumstances have changed since your initial application (attach any relevant supporting information).Please note: The COVID extension panel suggest the following examples as grounds for extension as a result of COVID disruption. We know that this list is not exhaustive, and we will consider other reasons for extension as well. 1. Additional caring responsibilities.
2. Redeployment to work on COVID-19 related research.
3. Lack of access to research resources and facilities (e.g. lab or library closure – **please include dates when these research resources and facilities were not available**)
4. Interruption of data collection and/or fieldwork
5. Affected health and well-being, or because you are part of a particularly vulnerable group.
6. Where self-isolation has undermined your ability to finish your doctorate within the registration period.
7. Considering the additional impact COVID-19 may have had, for example but not limited to, those postgraduate researchers living with disability, chronic illness, mental ill-health and neurodivergence
8. Other
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The University COVID19 PGR Extensions Panel will review your application with consideration of the information provided above.

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| **PART C: To be completed by the PGR: Appeal of COVID-19 Extension Outcome** |
| Please indicate how, in your opinion, the University COVID19 PGR Extension Panel has not properly and fairly assessed your extension request by considering the extent of disruption and the corresponding need for additional time to complete your research, OR Please supply any previously undisclosed information and attach any relevant supporting documentation. |

Appeals will be considered by the University COVID19 PGR Extensions Panel in the final instance. Eligible appeals to the decision of the University COVID19 PGR Extension Panel will be reviewed by Senate.

***Please forward to your supervisor for completion of PART D****.*

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| **PART D: To be completed by a member of PGR’s Supervisory team in the first instance. If unavailable, please ask your School PGR Lead. If you are unable to contact someone to sign off your request for extension, please submit the form according to the timeline.** |
| I support the request I do not support the request **Please explain your rationale for your response (whether supporting the student’s request or not), with reference to evidence that you have provided in the GRS2 forms (where appropriate).**  |
| **Signed: Date:** **Name (Block capitals):** |

***Please forward this form to***  graduateschool@contacts.bham.ac.uk