**Application for a COVID-19 extension (externally funded)**

**Postgraduate Researchers**

If you and your supervisor feel that your studies have been seriously delayed by COVID-19 you can apply for an extension, where this is necessary to complete research projects to a doctoral level (or to a Master’s level if you are an MSc/MA by Research or MPhil/MRes student). Please use this form if you need to make a case for an extension, carefully detailing the amount of time you need **Please note the majority extensions should be for up to 3 months. For exceptional circumstances longer extensions will be considered. Extensions will be prioritised on a needs-priority basis, for those who have been unable to mitigate delays of COVID-19 or adjust their projects. This priority group will include students who have recently gone into their final year of study, or those students in other stages of their doctoral studies where project adaptation and mitigation may not be possible, for example disabled students, those with long-term illness, are neurodivergent, or who have caring responsibilities.**

A clear justification for any requested period of extension is needed before it can be approved, which includes a supervisor supporting statement. To make a case, please submit this form to [graduateschool@contacts.bham.ac.uk](mailto:graduateschool@contacts.bham.ac.uk) .

**COVID-19 Extensions Policy: University of Birmingham Postgraduate Researchers**

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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):** | | | | | | |
| **Is your Research Degree funded?** YesNo  **If yes, please select which award from the list on the right (tick as many as apply), stating the name of your funder:** | | | | | **Charity** |  |
| **Overseas sponsor** |  |
| **Other (please state)** |  |
| **Will your sponsor fund an extension to your studies?** Yes/no (delete as appropriate)  **Please provide a summary of the communications you have received from your sponsor about funding an extension. Please include a copy of any communication from your sponsor that confirms whether they will or will not fund an extension.** | | | | | | |
| **e**  **Please note:** **Please note the majority extensions should be for up to 3 months. For exceptional circumstances longer extensions will be considered.**  Extensions will be prioritised on a needs-priority basis, for those who have been unable to mitigate delays of COVID-19 or adjust their projects. This priority group will include students who have recently gone into their final year of study, or those students in other stages of their doctoral studies where project adaptation and mitigation may not be possible, for example disabled students, those with long-term illness, are neurodivergent, or who have caring responsibilities.  These extensions cannot be used to carry out research beyond your degree work or for writing papers once degree work is complete. Please only request the amount of time that is essential for you to complete your degree.  **Have you previously received a COVID-19 extension?** (yes or no)  **If you have previously received a COVID-19 extension, when did you receive confirmation of your COVID-19 Extension decision?** DD/MM/YY  **If you have previously received a COVID-19 extension, what is the total length of COVID-19 Extension(s) you have you been awarded to date?**  **How long (in months) is the funded extension that you are requesting?**  From (Current End of minimum registration period) DD/MM/YYYY  To (New date requested) DD/MM/YYYY | | | | | | |
| **Case for extension**   1. **Please outline the work you originally planned to complete during the period of time affected by COVID-19 (i.e. your original work plan) - maximum length of response: 200 words** | | | | | | |
| 1. **Please explain how you have adapted your research plan to mitigate against the impact of COVID-19 - maximum length of response: 200 words** | | | | | | |
| 1. **Please provide a summary of work completed during the period of COVID-19 disruption (e.g. thesis writing, data analysis, literature review) - maximum length of response: 200 words** | | | | | | |
| 1. **Please explain why your progress has been delayed due to the period of COVID-19 disruption - maximum length of response: 200 words**   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 COVID19 may have had, for example but not limited to, those postgraduate researchers living with disability, chronic illness, mental ill-health and neurodivergence 8. Other | | | | | | |
| 1. 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** | | | | | | |
| **Signed:** | | **Date:** | | | | |

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

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| **PART B: 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](mailto:graduateschool@contacts.bham.ac.uk)

Application outcome: