**Extension to Completing Research Status**

Before applying for an extension to CRS status you must read the academic regulations available at

https://www.ucl.ac.uk/students/status/research-students/completing-research-status

The maximum period for an extension is one calendar year (full-time) and two calendar years (part-time).

Only ONE extension is normally permitted.

**For completion by Student:**

**Student Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Student Number: |  |
| First Names: |       |

**Registration Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Programme: |       | Mode of Attendance: | [ ]  Full-time |
| Department: |       | [ ]  Part-time |
| Expiry Date of CRS Status: |       | Proposed expiry date of CRS Status: |       |

**Reason for Extension**

Applications must be supported by a statement from your principal supervisor (see below).

Applications will NOT be processed without this information.

|  |  |
| --- | --- |
| [ ]  Illness (Your own or close family) **\*** | [ ]  Maternity leave |
| [ ]  Bereavement (Death of partner or close family) | [ ]  Carer’s leave |
| [ ]  Termination of employment/illness/death of principal supervisor or other academic circumstances outside your control |
|  |
|  |

☐ **I agree that details of my CRS extension request can be shared with members of UCL staff who are directly responsible for considering this request.**

All personal data will be treated confidentially and will only be shared with UCL staff who are directly involved in considering your request and making a decision.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |       |

 |

**Students funded by a research council**

Many funding bodies apply sanctions to the department if students do not submit their thesis within four years from the start of registration. You should discuss this, if applicable, with both your supervisor and your Departmental Graduate Tutor before submitting this application.

**Students holding a Tier 4 visa**

You must continue to engage with your supervisor under the terms of your visa throughout your CRS extension if you remain in the UK to write up your thesis. By signing the form below, your academic

department agrees to continue to monitor your engagement in line with UCL’s Engagement Monitoring Policy.

**For completion by Supervisor and Department:**

Please provide a statement in support of this application:

|  |
| --- |
| **Supporting Statement:**       |

\* If the student discloses an illness or disability which means they require additional support with their writing up, please liaise with the Student Disability Services (www.ucl.ac.uk/disability) or Student Support and Wellbeing (www.ucl.ac.uk/srs/our-services/student-support-and-wellbeing).

**Academic Approval**

**Supervisor**

|  |  |  |  |
| --- | --- | --- | --- |
| Print Name: |       | Email Address: |  |
| Signature: |  | Date: |       |

**Departmental Graduate Tutor or Head of Department**

|  |  |  |  |
| --- | --- | --- | --- |
| Print Name: |       | Email Address: |       |
| Signature: |  | Date: |       |

**Student Records**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Date: |        |

**RDC**

|  |  |  |  |
| --- | --- | --- | --- |
| Referred to Chair of RDC on:  |        | [ ]  Approved | [ ]  Not Approved |
| Signature: |  | Date: |       |

Once completed, please return this form to Research Degrees (researchdegrees@ucl.ac.uk)