

## PGP 2.2.3 Extension

### Summary

If a student is unable to complete their research within the normal timeframe for their programme, due to unforeseen circumstances, the University may approve an extension of time. Such applications are considered on their merits, but in general an extension is granted only when the writing of the research is near completion and where there is certainty that the research can be completed if more time is allocated.

### Purpose

This protocol outlines the requirements for the approval of an extension and the measures the University will put in place to support a student to complete their research. It will outline the expected completion timeframes for research programmes as well as detailing how to apply for an extension.

### Scope

This protocol is to be applied to students enrolled in postgraduate research papers. This does not cover course work components or course work degrees where an extension from a programme is granted under a different process.

### Application

#### Expected Completion Timeframes

##### *Doctor of Philosophy*

PhD students are expected to complete within the normal timeframe of four years. The **maximum** timeframe for completion is normally six years.

All students in the PhD programme will be required to request an extension before the end of their fourth year if they cannot complete the thesis within the normal timeframe. If a PhD student has not completed by the end of the fifth year, faculties will need to provide evidence of progress to date, and timelines for completion, to justify continuation. Continued enrolment in the PhD programme past this period will only be considered on receipt of an extension request on a six-monthly basis.

A letter of support/justification from the supervisor will be required for every extension after a candidate's fourth year of enrolment.

##### *Professional Doctorates*

Professional doctorate students are expected to complete the thesis component within three years. The **maximum** timeframe for completion of the programme is normally six years.

All students in professional doctorates are required to request an extension at the end of their third year of the thesis component. Continued enrolment in the programme past this period will only be considered on receipt of an extension request on a six-monthly basis. A letter of support/justification from the supervisor will be required.

##### *Important Point to Note for Doctoral Students*

Should the student exceed the 6 year timeframe and still required further time to complete the thesis, the student's progress will be deemed unsatisfactory and the Unsatisfactory Progress Process will be initiated by the faculty.

#### **Unsatisfactory Progress (Doctoral Only)**

Students whose progress has been deemed unsatisfactory will be required to submit evidence of progress to date and a project timeline with a clearly stated date for submission of the thesis. The progress evidence needs to be a detailed outline of what has been completed to date, along with a detailed timeline to completion. Progress reports may be requested by the faculty on a monthly or two monthly basis.

### *Master's and Bachelor with Honours Students*

An extension is normally granted only when the writing of the research is near completion and where there is certainty that the thesis can be completed if more time is allocated.

Normally only one extension, regardless of its duration is permitted. The normal timeframe for an extension is two months but may be extended to a maximum time of six months, for exceptional circumstances.

Where an extension is required for a duration of up to six months for full-time students or three to twelve months for part-time students, then the faculty will approve the extension. Where further extensions are required, approval will need to be obtained from the University Postgraduate Board. The student will be enrolled and be expected to pay the normal fees. This will be a non-EFTS funded extension course.

### Applying for an Extension

Students should apply for an extension prior to the completion of their current enrolment by completing a Variation of Record Form-PGR6. The student should state the period the extension is for and the reasons for requiring an extension. This should be submitted through their supervisor to the relevant School/Faculty committee. Applications from Doctoral and Master of Philosophy students are forwarded by Faculties to the University Postgraduate Board (UPB) for approval.

Extensions will normally be considered retrospectively under exceptional circumstances.

Students are expected to submit a progress report (PGR8) with their request for an extension, along with a proposed timeframe for completion. The UPB or relevant faculty committee may require the submission of more frequent progress reports as a means of monitoring progression.

### *Enrolment*

Once an extension is granted, the student is enrolled into an extension paper and will be expected to pay the normal tuition fees on a pro rata basis.

The additional time will be taken into account regarding the completion timeframe.

### International Students

International students are expected to ensure that the international student visa is valid for the duration of the extension. It is recommended that international students discuss their extension request with a Student Hub Advisor in the first instance as there may be visa implications that need to be taken into consideration before submitting their request.

### Scholarship Students

If a student has a scholarship the student should discuss the extension with the Scholarship Office in the first instance. Faculties (GRS for doctoral and MPhil students) will be expected ensure that the University Scholarships Office is notified when a scholarship recipient has an extension request approved.

### Studylink

If you are receiving a student loan or a student allowance it is recommended that you discuss your extension request with Studylink.

### Outcome

A student may be able to have an extension of time to complete their research:

- Will be expected to pay the normal tuition fees on a pro rata basis

- Additional time is taken into account for the completion timeframe

## Review

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