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# *Extension/interruption of studies request form*

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| **FOR STUDENTS IN RECEIPT OF EXTERNAL (RESEARCH COUNCIL) OR INTERNAL (COLLEGE STUDENTSHIPS)**  If the student submitting this request for an extension or interruption is in receipt of funding, either external (Research Council) or internal (College Studentships), the **Director of Graduate Studies** should ensure that Scholarship Administration ([Scholarship Administration@rhul.ac.uk](mailto:Scholarship%20Administration@rhul.ac.uk)) is consulted and that both student and supervisor have been made aware of the implications on their funding/ studentship and departmental/ College submission rates should the College approve this request |

# *Once completed, this form should be uploaded by the Director of Graduate Studies to the* [*Online PGR Request Form*](https://www.royalholloway.ac.uk/iquad/services/academicqualityandpolicyoffice/forms/pgrwaiver.aspx) *. When filling in the online form, the DoGS will also need to submit information relating to the student’s registration status, from the start of their studies to the current date (dates of any previous extension or interruption requests will be needed, for instance).*

# Name of student Student number

# Section 1: To be completed by the student

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| 1. Please describe the rationale for the extension/interruption request below: (please note that having a new job is not an acceptable reason for an extension) |
| **2. Detailed account of progress to date (please include details about which chapters have been written and which have been seen by your supervisor):** |
| 3. Detailed *month by month* timetable for completion of outstanding work, including specific deadlines for each chapter/element, and when this work will be seen by your supervisor: |
| 4. Interruptions:  I am interrupting my studies on the following date: Click here and type  I will resume my studies on the following date: Click here and type  Please note: *Students who have interrupted their studies remain registered students of the College and subject to College Regulations, but do not have the right to attend classes, use College facilities or receive tuition or supervision other than occasional access to tutors by arrangement. If you are in College accommodation you must complete and return a form to give notice to vacate your accommodation.* |
| 5. Fees for extension/interruption of studies:  Please note should your request be approved, the College will charge you an extension or interruption fee as appropriate:  **Extension Fees**   * For extensions of up to 1 month- no extension fee will be charged * For extensions of more than 1 month and up to 6 months - the fee for 2013/14 * For extensions over 6 months (that is, in extreme circumstances)- the fee for 2013/14 is £380 for the initial 6 months plus a pro-rata charge for every additional month over 6 months. * You will be charged for every extension granted and you will not be entitled to a pro-rata refund of the extension fee even if you submit before the extension deadline.   **Interruption Fees**   * If you interrupt your studies you are liable to pay fees for the period you have attended prior to the interruption. When you resume your studies, your account will be credited on a pro rata basis with any fees paid in excess for the previous academic session. If you do not return from interruption and subsequently withdraw, the date of withdrawal is taken as the start of the interruption and fee liability is calculated accordingly.   Please tick here to indicate that you understand your fee liability and that you will be charged a fee for any extensions requested. |
| 6. Visa requirements (if applicable):  Any change to your student status, such as an extension to study or interruption, could affect your immigration status in the UK and the College is required to report any changes in status to the UK Border Agency.  Important note for students holding Tier 4 visas:  (i) If an extension is granted which takes your period of study beyond five years, you may also be eligible to apply for a new Confirmation of Acceptance for Studies (CAS) to renew your student visa. However, the College will not support your application for a new CAS unless there are significant and severe extenuating circumstances associated with your request for an extension, that are supported by adequately documented evidence as appropriate. Where there are no significant and severe extenuating circumstances the College Board of Examiners’ Executive Committee may approve an extension, but you will be required to complete your studies in your home country, returning to the UK on a visitor visa for your viva.  (ii) If an interruption is granted it will be reported to the UK Border Agency and you will be required to leave the UK for the duration of your interruption. You will have to re-apply for a new visa in order to resume your studies at Royal Holloway. For further details please contact the International Support Office.  Please indicate:   * start date of current Tier 4 Visa: Click here and type * end date of current Tier 4 Visa: Click here and type   Please tick here to indicate that you have read the above statement and understand the implications. |
| 7. Student Signature  Please type your name here in order to sign this form:  Date of signature:  *By signing here I acknowledge that the decision of the College regarding this extension/interruption request is final and not open to appeal.* |

# Section 2: Supervisor’s supporting statement

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| Please provide confirmation of your support for the student’s request (including confirmation that the proposed timetable for the completion of the thesis is realistic) and any additional information you wish to provide:  See attached letter  Please type your name here in order to sign this form:  Date of signature: |

# Section 3: Director of Graduate Studies

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| By signing this form the Director of Graduate Studies confirms:   1. that if the student is in receipt of funding, either external (Research Council) or internal (College Studentships), Scholarship Administration has been consulted and the student and supervisor have been made aware of the implications of the interruption/extension; 2. support for this application.   Please type your name here in order to sign this form: Click here and type  Date of signature: Click here and type |