

STUDENTSHIP EXTENSION REQUEST FORM

Revised December 2010

Please read the Guidance Notes before completing



Group

Name of Student

Name of Supervisor(s)

Date on which student started PhD studies *(Imperial College registration date)*

Day Month Year

Date on which funding currently ends *(usually 36 months from start of studies)*

Day Month Year

Length of extension requested (whole months) months total (= in lab + *writing up)
all students have a default of 36 months in the lab

Requested new date of end of funding Day Month Year

Expected date of laboratory work completion Day Month Year

Expected date of writing up completion Day Month Year

Expected date of thesis submission Day Month Year

Note: submit exam pack (www3.imperial.ac.uk/registry/exams/researchexam) two months before thesis submission
Note: there is an absolute deadline of 48 months from start of studies to thesis submission

Source of funding (tick where applicable) Group Grant:

or Other - please specify:

Reason for extension request (see Notes overleaf)

Previous extension requested? Yes No

If so, was it approved? Yes No

Signatures

Student Date

Supervisor Date

Group Head Date

(if different)

Decision Approved Declined

Signed Date

CSC DPA or Administrative Director

Reasons for decision to decline or defer an extension request will be communicated to the supervisor.

Administration Use Only (DPA):

SSC Employee Records Registry Student & supervisor informed

WBS: complete initials

Studentship Extension Request Form - Guidance Notes

- 1 PhD students are expected to complete their laboratory studies within 36 months and must submit their thesis within 48 months. Completion rates are an important factor in determining the allocation of new studentships to, and within, the CSC.
- 2 Students wishing to continue their studentship after expiry of their funding period (usually 36 months) must be granted an extension.
- 3 Groups will normally be expected to meet any costs (including stipends) arising from approved extensions from within their existing budgets.
- 4 Supervisors should be prepared to explain or defend the extension request.
- 5 Although PhD students are expected to complete their laboratory studies within 36 months, in some cases this will not be possible for good reason. Each extension request will be considered on its own merits and it should not be assumed that they will be granted automatically.
- 6 The case for an extension must be specific to the case in hand and enough detail must be provided to allow an informed judgement of the merits of each individual case. If the request arises because of delays to the work caused by sick leave, precise details and dates should be given. Where there have been unavoidable delays to projects which have caused overruns, details of the case should include the nature of the delay, the time at which the problems were first identified, and the steps taken to resolve the difficulties prior to the extension request.
- 7 Length of time spent on lab work during an extension (as defined overleaf) must be kept to an absolute minimum to ensure student's rapid progress to thesis submission and to minimise payment of additional Tuition Fees by the CSC. Following the date of completion of lab work given overleaf, provided the student's PhD exam entry forms have been submitted, Imperial College will convert the student's Registration automatically to Writing-Up (Continuation) status: this will ensure continuity of security access, council tax exemption and other student privileges.
- 8 Where students perform paid additional tasks ("student jobs") these will be expected to terminate at before the 36 month funding period to allow focus on completion of the thesis. Cases for continuation of student jobs are exceptional and should be made to Lindsay Green, CSC Administrative Director.
- 9 Cases for extensions of more than 3 months will need to be particularly strong.
- 10 All requests for extensions to studentships are considered by CSC DPA or the CSC Administrative Director.
- 11 Studentship extensions will only be awarded where it is of benefit to the student and his/her training. If a piece of work requires completion (eg. for publication) over and above the completion of a thesis, the student should normally submit his/her thesis and then a bid for funds to employ the individual for a further period should be made.
- 12 Online exam pack forms may be downloaded from the Imperial College Registry webpages at <http://www3.imperial.ac.uk/registry/exams/researchexam> - note that these must be completed electronically and then emailed to Kate Baird at kate.baird@csc.mrc.ac.uk for approval by Prof Anne Soutar and onward submission to Research Degrees in Registry.
- 13 When completed this form should be sent to: Kate Baird, Room 2S1, Clinical Research Building.

Lindsay Green
Administrative Director
December 2010