**Thesis Deadline Extension Request Form**

|  |  |
| --- | --- |
| Student Name: | CID: |
| Department: | Main Supervisor: |
| Current submission deadline: | First request for deadline extension? |
| Proposed new submission deadline: |
| **Note**: A thesis extension can be requested in cases where the student is/has been unable to submit by the given thesis submission due to circumstances beyond their control. An approved thesis extension request will extend the thesis submission deadline for the individual student with no detriment to the student’s academic record, this will allow the student to proceed to examination in the usual way. As part of the College’s quality assurance and review processes, departments are expected to monitor their thesis submission rates against a submission benchmark of 4 years for full-time candidates. This benchmark provides an internal mechanism for departments and the College to ensure that there are no underlying issues which are affecting overall student performance within the department.Please note: candidates not in their fee-free writing up period at the point of thesis extension will by default have their active research period extended at the point of extension approval and will be considered liable for full fees for the additional registration period granted. For further guidance, please refer to the College’s [Guidelines for requesting an extension to the thesis deadline for PhD, MPhil, MD(Res) and EngD candidates](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/research-degree-examinations/Guidelines---Thesis-Deadline-Extension-Requests.pdf).  |
| Please give detailed reasons why the deadline will not be/has not been met. |
| If the deadline has already been missed, please state why an extension was not sought in advance of the deadline. ***Note:*** *If seeking an extension period of 12 months or more, an additional supporting statement from an independent expert in the field confirming research is still novel and valid is required.*  |
| Please provide statement from supervisor confirming how they will ensure the new deadline will be met, and that the student will have the necessary support in place to meet the new deadline. |
| **DPS approval and supporting comments:*****Note****:* *Any supporting evidence provided must be reviewed by the candidate’s Director of Postgraduate Studies and submitted to the Registry for storing in a secure location. Supporting evidence will not be circulated to Graduate School Panel members, unless explicitly requested by the student.* |

Completed Thesis Deadline Extension Request Forms should be submitted to the Registry Assessment Records Team (assessment.records@imperial.ac.uk) for processing. The Departmental Postgraduate Research Administrator will be notified of the outcome at the earliest opportunity.