The University Of Sheffield.

Application for Extension to Studies
Postgraduate Taught Students

For guidance on completing this form, and sources of further information:
Students: www.sheffield.ac.uk/ssid/change-of-status/extension
Staff: www.sheffield.ac.uk/sss/sas/rsr/cos/extension

Student Details

You should visit/contact your department for advice before completing this form

Registration Number
Please enter all 9 digits

Are you studying in the UK with a visa?   Yes   No

Family Name
Please print

First Name(s)

Application for Extension to studies

Enter dates as DD/MM/YY

Current expected completion date: /   /

End date of extension. Extensions are for whole months and no refunds are given if a student finishes earlier than expected   /   /

Please give reasons for the non-completion of the dissertation/project (Please continue on additional sheets if necessary)

Notes: (attach additional sheets or documents if necessary)

Give brief details of the outstanding work required to complete the dissertation/project (Please continue on additional sheets if necessary)

Notes: (attach additional sheets or documents if necessary)

Please indicate the timescale of work required to complete the dissertation/project (Please continue on additional sheets if necessary)

Non-UK/EU/EEA citizens: If extension is for completion of dissertation/project please supply the following information:

Module code	Original start date of dissertation/project	/	/	Original submission date of dissertation/project	/	/

M-level students in the Faculties of Science or Engineering:

Does the programme require ATAS (Academic Technology Approval Scheme)?   Yes   No

If yes, extensions above 3 months in total will require ATAS approval. This must be applied for prior to the extension to study being submitted, and proof of application must be attached to this form. Is ATAS proof of application attached?   Yes   No

Student Signature

Signature   Date   /   /

Important: Check your email! You will receive confirmation of the extension sent to your University email account if it is approved. You will then need to pay your Continuation Fee. Unpaid Continuation Fees may prevent you from graduating.

Academic Department Signatures   Department staff to complete

This application has been checked for accuracy, and approved in line with any relevant General and Programme Regulations, and attendance monitoring will be undertaken for this student

DEPARTMENTAL APPROVAL   Date   /   /

ACADEMIC ADVISER   Date   /   /

HOME DEPARTMENT NAME

Notes: (attach additional sheets or write notes below if necessary)

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ACADEMIC DEPARTMENT:
Please email the completed form to sas.cos@sheffield.ac.uk. PLEASE NOTE: you must insert a subject for the email in the following format to avoid delays in processing: XXXCOS (where XXX is your department code, eg. MAS, ACS, ACE, DEN).

Student Support Services Staff to complete

ISS Team   Date   /   /

Faculty Approval   Date   /   /

Record updated   Date   /   /   Record checked   ATAS approved

Notified: Dept   Student   Events Team   PGT checklist completed   Fee £