APPLYING FOR AN EXTENSION TO TIME LIMIT: POSTGRADUATE RESEARCH STUDENTS

Extension to time limit form can be downloaded from http://www.shef.ac.uk/ris/pgr/code/forms

- Student discusses extension request with supervisor and completes Section 1 of a time limit extension form and forwards to supervisor
- Supervisor completes section 2 of extension application form and forwards to PG Tutor/HoD
- PG Tutor/HoD countersigns section 2 of extension application form and forwards to RIS (pgrcos@shef.ac.uk)
- RIS completes section 3 and arranges for Faculty consideration
- Following Faculty consideration, RIS updates the record and notifies the following of the outcome:
  - Student
  - Department

If the application is rejected by Faculty, RIS arranges for consideration by the Pro-Vice-Chancellor