

Exceptional Extension Request Form (Covid) – PhD Scholars

Name: _____

Scholar ID: _____

Section 1: Scholar's statement

Please ensure that you read the [Policy on Covid-19 related exceptional extensions for PhD Scholars](#) and check that you meet the eligibility criteria before submitting the request. Provide a brief (no more than 500 words) description covering all of the following.

An extension cannot be considered if all four issues are not addressed.

1. The reasons for the extension request, detailing how Covid-19 has affected your research:

2. What adjustments to the research plan have been put in place to make up lost time and minimise the extension required:

3. How much additional time is required:

4. A breakdown of how you will use the additional time:

Once you have completed your statement, please forward the form to your supervisor for them to complete their statement.

Then, please email:

- **this completed form (including both scholar and supervisor statements) and**
 - **confirmation from the university administration that your PhD submission date has been extended to account for any extension (if necessary)**
- to your Programme Officer within the last six months of your PhD tenure.**

Section 2: Supervisor's approval

Supervisor's name:

Supervisor's signature:

Please read the [Policy on Covid-19 related exceptional extensions for PhD Scholars](#) and provide a brief (no more than 500 words) description covering all of the following:

- how the Scholar's research has been affected by Covid-19
- what adjustments to the research plan have been put in place to make up lost time and minimise the extension required
- how much additional time is required and
- a breakdown of how the Scholar will use the additional time.