

Extension Protocol

Summary

If a student is unable to complete their research within the normal timeframe for their programme, due to unforeseen circumstances, the University may approve an extension of time. Such applications are considered on their merits, but in general, an extension is granted only when the writing of the research is near completion and where there is a certainty that the research can be completed if more time is allocated.

Purpose

This protocol outlines the requirements for the approval of an extension and the measures the University will put in place to support a student to complete their research. It will outline the expected completion timeframes for research programmes as well as detailing how to apply for an extension.

Scope

This protocol is to be applied to students enrolled in postgraduate research papers. This does not cover coursework components or coursework degrees where an extension from a programme is granted under a different process.

Application

Expected Completion Timeframes

Note: From intake 1- February 2024, domestic doctoral students may apply to study full or part-time. Full-time students must complete three years of study before submission for examination (equivalent to 3EFTS of enrolments for a 360-point programme). Part-time students must complete six years of study before they can submit for examination. For international students to remain eligible for domestic fees they must be enrolled full-time.

Doctor of Philosophy

Full-time students

Full-time PhD students are expected to submit for examination at the end of their third year. If a student cannot complete the thesis within this timeframe, they will be required to request an extension before the end of their third year. The extension request will need to be accompanied by a progress report (including completion of a Specific Progress Plan) on a six-monthly basis.

A letter of support/justification from the supervisor will be required for every extension after a candidate's third year of enrolment.

Part-time students

Part-time PhD students are expected to submit for examination at the end of their sixth year. If a student cannot complete the thesis within this timeframe, they will be required to request an extension before the end of their sixth year. The extension request will need to be accompanied by a progress report (including completion of a Specific Progress Plan) on a six-monthly basis.

A letter of support/justification from the supervisor will be required for every extension after a candidate's fourth year of enrolment.

Professional Doctorates

Full-time students

Full-time professional doctorate students are expected to complete the thesis component within two years. If the student cannot complete the thesis within this timeframe they are required to request an extension prior to the end of their second year of the thesis component. The extension request will need to be accompanied by a progress report (including completion of a Specific Progress Plan) on a six-monthly basis.

Part-time students

Part-time professional doctorate students are expected to complete the thesis component within four years. If the student cannot complete the thesis within this timeframe they are required to request an extension prior to the end of their fourth year of the thesis component. The extension request will need to be accompanied by a progress report (including completion of a Specific Progress Plan) on a six-monthly basis.

Important Point to Note for Doctoral Students

Unsatisfactory Progress (Doctoral Only)

If a student exceeds the programme timeframe and is enrolled for an unreasonably extended timeframe, and still requires further time to complete the thesis the student's progress will be deemed unsatisfactory and they will be required to complete a Progress Report and a Specific Progress Plan (PGR SPP) (appendix 1 of the Progress Report form). Progress reports may be requested by the faculty on a monthly or two-monthly basis.

Master's and Bachelor with Honours Students

An extension is normally granted only when the writing of the research component is near completion and where there is certainty that the research component can be completed if more time is allocated.

Normally only one extension regardless of its duration is permitted. The normal timeframe for an extension is two months but may be extended to a maximum time of six months, for exceptional circumstances.

Where an extension is required for a duration of up to six months for full-time students or three to twelve months for part-time students, then the faculty will approve the extension. The student will be enrolled and be expected to pay the normal fees. This will be a non-EFTS funded extension course.

Applying for an Extension

Students should apply for an extension prior to the completion of their current enrolment by completing a Change Request/Variation of Record Form. The student should state the period the extension is for and the reasons for requiring an extension. This should be submitted through their supervisor to the relevant School/Faculty committee. Applications from Doctoral and Master of Philosophy students are forwarded by Faculties to UPRB for approval.

Extensions will normally be considered retrospectively only under exceptional circumstances.

Students are expected to submit a progress report with their request for an extension, along with the completion of an SPP detailing the tasks that require to be completed and the expected date of completion for each task. The UPRB or relevant faculty committee may require the submission of more frequent progress reports with updates on the SPP as a means of monitoring progression.

Enrolment

Once an extension is granted, the student is enrolled into an extension paper and will be expected to pay the normal tuition fees on a pro-rata basis.

Additional time will be taken into account regarding the completion timeframe.

International Students

International students are expected to ensure that the international student visa is valid for the duration of the extension. It is recommended that international students discuss their extension request with a Student Hub Advisor

in the first instance as there may be visa implications that need to be taken into consideration before submitting their request.

Scholarship Students

If a student has a scholarship the student should discuss the extension with the Scholarship Office in the first instance. Faculties (GRS for doctoral and MPhil students) will be expected to ensure that the University Scholarships Office is notified when a scholarship recipient has an extension request approved.

Studylink

If you are receiving a student loan or a student allowance it is recommended that you discuss your extension request with Studylink.

Outcome

A student may be able to have an extension of time to complete their research component:

- Will be expected to pay the normal tuition fees on a pro rata basis
- Additional time is taken into account for the completion timeframe

Review

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