CURRENT ACADEMIC YEAR 2019/ 2020

Request for Extension to Maximum Registration Period OR **Re-admission to the Research Programme**

On completion, this form should be returned to Student Awards, Registry at least **two weeks** in advance of the scheduled meeting of the Graduate Research Studies Board (GRSB). See Schedule of Meetings http://www.dcu.ie/ovpaa/ac.shtml

Section 5.4 of Academic Regulations for Postgraduate Degrees by Research and Thesis states if a student does not submit a hardbound thesis to registry within the maximum period stipulated, he/she must seek permission from the Graduate Research Studies Board to be allowed to continue his/her studies. Such extensions will be granted in exceptional cases only.

(N.B. <u>Only Typed Forms will be accepted by GRSB. Please print single-sided.</u>)

A. TYPE OF REQUEST *(To be completed by the Candidate)*

Please indicate type of request: (Select one option only)			
1. Extension to Maximum Registration Period ☐		**2. Re-admission to the Research Programme** ☐	
Have you previously requested an extension having fallen outside the maximum registration period?	Yes ☐ No ☐ If Yes, give details, _____	Have you previously requested readmission having disengaged with the research programme?	Yes ☐ No ☐ If Yes, give details, _____

B. CANDIDATE DETAILS & DECLARATION *(To be completed by the Candidate)*

Student Details		Registration Status	
Student I.D.		**Award**	
Name of Candidate		**Study Period**	
School		**Registration Mode**	Full-time ☐ Part-time ☐
Date of Entry onto Research Programme			
Date of Disengagement (if applicable)			

If any year was different to the current registration mode (i.e. full-time, part-time), please indicate the year & mode:
Please indicate number of years of registration to date:
If any registration time was partly or wholly deferred, please indicate the year/semester(s):

I hereby seek permission from GRSB for (tick as appropriate):

- 1 year extension to the Maximum Period stipulated   ☐
- Re-admission to the Research Programme   ☐

Sign: _____   Print: _____   Date: _____
Postgraduate Candidate

CURRENT ACADEMIC YEAR 2019/ 2020

Sections C & D - (To *be completed by Principal Supervisor(s) and Head of School*)

C. DETAILS OF EXTENSION OR RE-ADMISSION REQUEST, THESIS PREPARATION & SUBMISSION

1. Please provide a summary of exceptional circumstances pertaining to this case. *Details which may be considered sensitive personal information by the candidate* **must NOT be included**. *If necessary, evidence of medical or personal circumstances may be provided separately, for information of the GRSB Chairperson.*

2. Please indicate current stage of thesis preparation, anticipated submission timeframe and also the current relevance of the research topic (particularly if this case is a re-admission). **If this is a resubmission, please also indicate here.**

3. Note below any conditions attaching to this request.

D. ENDORSEMENT BY PRINCIPAL SUPERVISOR(S) AND HEAD OF SCHOOL

Both the Principal Supervisor(s) and Head of School (or nominee) must indicate their support for the student's registration to be extended beyond the maximum period allowed OR re-admission to the research programme by signing below: Sign: _____   Print: _____   Date**:** _____ **Principal Supervisor(s)** Sign:_____   Print: _____   Date: _____ **Head of School or Nominee** (A Nominee may be the Research Convenor or Deputy Head of School) Countersignature*: _____ Print: _____   Date: _____ *Where the Principal Supervisor is also the Head of School, a countersignature is required (e.g. a Research Convenor or Deputy Head of School). Note: Insert additional signature lines if required and identify the role of that person.

Data Protection Notice

Personal information that you submit to Registry in connection with any service provision will be treated in accordance with the Registry Data Protection Notice, which can be viewed at the following website address: https://www.dcu.ie/registry/data-protection-notice.shtml