Application for extension of candidature

Scope
All full and part-time research students, including those registered on a validated research degree programme, who have reached the maximum period of candidature, academic staff with a responsibility for the supervision and examination of research students and administrative staff who have a role in supporting academic staff in managing research degree provision.

Senate Regulations:
Regulation 24 – Doctoral Programmes
Regulation 23 – Masters Degree by Research

Date approved/re-approved
APPSC 22 April 2009, minor updates Education Committee 15 June 2012

Date for review
To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Graduate School Committee, as required.

To be read in conjunction with Section 9 of the University’s Quality Manual

Equality and Diversity statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.
Application for Extension of Candidature

The following statements should be read alongside the University’s Regulations for Doctoral Programmes and Masters Degrees by Research. The statements are intended to provide further clarity on the policies and processes that assure the quality and enhancement of research degree provision across the University and which are outlined in the Framework for Research Degrees Provision.

The University’s Research Degree Framework and Regulations apply equally to partnership provision unless different arrangements have been agreed between the University and the partner institution and have received University approval. Details will be set out in the Memorandum of Agreement for the partnership and in information provided to students.

Any application for an extension of candidature requires approval from the School Board of Studies on the recommendation of the Senior Tutor/Director of Research. Evidence of extenuating circumstances must be clearly demonstrated in support of the application.

Principles

- A student may request an Extension of Candidature beyond the cumulative maximum period of registration permitted by the regulations for the degree on which they are registered if the student is not able to submit the thesis for examination within the normal period of candidature;

- Applications for Extension of Candidature may be because of any one or a combination of the following reasons:
  - a period of persistent or lengthy illness of their own and/or of their dependents;
  - death of a close relative;
  - unforeseen events such as the theft of equipment;
  - temporary unavailability of research facilities;
  - other problems beyond the control of the student (such as problems within the School/Department, departure of the Supervisor).

- An application for Extension of Candidature must normally be submitted at least 3 months before the end of the maximum period of candidature. Approval of an extension of candidature will not normally be approved retrospectively save in exceptional circumstances;

- A student may apply for, and have approved, a maximum Extension of Candidature of six months only initially but a student may apply for a further Extension of Candidature should this initial period prove insufficient. No more than a maximum period of eighteen months Extension of Candidature will normally be approved;

- An extension of Candidature is included in the calculations towards the overall duration of study beyond the normal maximum period of study. The student and the supervisor(s) should consider any conditions placed on requests for Extensions of Candidature by Research Councils/sponsors and any penalty which may apply if funded students wish to extend their period of study;

- All fee-paying students will continue to receive supervision during any Extension of Candidature. Students in ‘writing-up’ will not receive supervision during an Extension of Candidature;

- Students are required to provide progress reports during any Extension of Candidature;
Students who fail to submit their thesis within the agreed extended period of candidature will be deemed to have withdrawn from the programme and their candidature will be regarded as having lapsed. A student will be advised in writing that their period of candidature has lapsed and may be required to re-apply for admission to candidature before being permitted to continue their research.

N.B. International students must contact the Student Centre for clarification on any visa implications during any application for an Extension of Candidature.