GRADUATE RESEARCH STUDENTS DEFERRAL

ISSUED OCTOBER 2019

FOR STUDENTS ENTERING FROM 2019-20 ONLY

## Before completing the form please read the annex to the [Statement of Procedures: Periods of Registration and Changes to Registration Status for Graduate Research Students](http://admin.exeter.ac.uk/academic/tls/tqa/pgrregproc.htm): Applications for deferral

**A** NAME in full (use capital letters):

STUDENT NUMBER

COLLEGE:

 PROGRAMME:

 Date of entry:

 Registration Status: Full-time / Part-time (please specify FTE)

 Deadline for submission of upgrade paperwork[[1]](#footnote-1):

 Have you received a scholarship for fees and/or maintenance for your studies from a sponsor or Research Council?

 YES/NO. If YES, please give details ……………………………………………………………………………………

 Do you receive fees and/or maintenance from the US Federal Aid Scheme? YES / NO

##### B Information concerning your request to defer your deadline for transfer from MPhil to Doctoral studies

## You must have read section 1.3 of the annex to the [Statement of Procedures: Periods of Registration and Changes to Registration Status for Graduate Research Students](http://admin.exeter.ac.uk/academic/tls/tqa/pgrregproc.htm): Applications for deferral: ‘Exclusions’ *before* completing this section of the form.

I am requesting a deferral to the deadline for transfer from MPhil to Doctoral studies to the date[[2]](#footnote-2) of for the following reason (please tick the appropriate reason(s)):

|  |  |
| --- | --- |
| Personal circumstances (where interruption is not appropriate) | Tick in this column |
| a) | single occasions of illness  |  |
| b) | adverse personal circumstances |  |
| c) | Relapses/ exacerbations of long term fluctuating conditions/ disabilities |  |
| Unforeseen Impediments |
| d) | A radical shift in the political and/or social landscape of the project so that the initial aims of the project are brought into some doubt or are deemed no longer feasible |  |
| e) | Unexpected delays to getting data that is key to formulating the proposal, i.e., research question, or any other documentation required by the upgrade process as established by their department. |  |
| f) | A breakdown in technical equipment that is key to formulating the proposal, i.e., research question, or any other documentation required by the upgrade process as established by your department. |  |
| g) | Any organisational issues beyond the student’s control, e.g. a strike, closure of the University. |  |

Please see section 1.4 of the annex to the ‘Statement of Procedures: Periods of Registration and Changes to Registration Status for Graduate Research Students: Applications for deferral’ for further information about the circumstances listed and the evidence required to support this.

You **MUST** attach:

1. **verifiable and/or independent evidence**;
2. a statement in the form of an email attachment from a supervisor, and, where appropriate, pastoral tutor;
3. a plan with a proposed date by which the work will be submitted, for applications for deferral of a short period this will be of a short duration, where the work ;
4. The evidence provided must give a clear indication of the length of time by which progress was delayed: if deciding to accept the application for mitigation this will inform the College’s decision about what period of deferral might be considered reasonable, which shall not exceed a period of three months.

If you feel that you have evidence of having experienced mitigating circumstances of a serious and unexpected nature that do not fit neatly into one of the categories listed above a) - g) you may, nevertheless make an application for a period of deferral, but you must in such circumstances set out a clear explanation for the grounds for your application.

Please see section 1.7.2 of the annex to the ‘Statement of Procedures: Periods of Registration and Changes to Registration Status for Graduate Research Students: Applications for deferral’ for further information with regard to especially sensitive information.

Student’s Signature (this form may also be submitted by email) Date:

**Step 1:** Complete your details in Section A and information concerning your request in Section B

**Step 2:** Return the form to your College PGR Support Office for Section C to be completed.

The PGR Support Office will contact you once your case has been considered to let you know whether or not your application for deferral has been accepted.

###### C Pro-Vice-Chancellor and Executive Dean of College Consideration

Complete either a) or b):

a) I confirm that I have considered the evidence of mitigation provided and have accepted the application for deferral on the following grounds:

 Specify length of deferral period:

b) I confirm that I have considered the evidence of mitigation provided and have rejected the application for deferral on the following grounds:

PRINT NAME:

Signature (or attach email confirmation):

Date:

Important information:

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**Address Details:** Please ensure we have your correct home and correspondence address details on record. If you need to change your record please log into iExeter and click on the Student Record System tile.

**General advice:** Students’ Guild Advice Unit - 01392 723520 (Exeter Campuses) or The SU's Advice Service - advice@thesu.org.uk (Cornwall Campuses)

**Academic advice:** Contact your College

1. An application for deferral should normally be made **6 weeks before** the expected submission deadline for upgrade. [↑](#footnote-ref-1)
2. The length of any approved period of deferral will be informed by the evidence provided and shall not exceed a period of three months. [↑](#footnote-ref-2)