GRADUATE RESEARCH STUDENTS DEFERRAL

UPDATED FORM ISSUED APRIL 2020

FOR CORONAVIRUS (COVID-19) PERIOD ONLY

## Before completing the form please read the Applications for Deferral of Internal Programme Deadlines – Temporary Policy in Response to Impact of Coronavirus Outbreak

**Notes:**

1. **The implications of deferral will vary depending upon each student’s individual circumstances. As such, if you are considering whether or not to apply for a deferral please carefully consider your own circumstances. This may include reviewing any terms and conditions attached to funding you receive for your studies. You may also wish to discuss this application with your supervisory team, your pastoral tutor, the** [**PGR Support Team**](http://www.exeter.ac.uk/doctoralcollege/support/coronavirus/) **or other** [**support services**](http://www.exeter.ac.uk/doctoralcollege/support/pgrsupport/) **to help you understand the implications of such a request.**
2. **If you have interrupted your studies, your submission deadline will be moved to take account of the period of time you have interrupted for, and as such it is not necessary to apply for a deferral for the same time-period.**

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

STUDENT NUMBER

COLLEGE:

PROGRAMME:

Date of entry:

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

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 for deferral

I am requesting a deferral to the following programme deadline: [insert specific programme deadline and date[[1]](#footnote-2)] to the date[[2]](#footnote-3) of for the following reason (please tick the appropriate reason(s)):

|  |  |  |
| --- | --- | --- |
| Personal circumstances (where interruption is not appropriate)  Students are not required to provide evidence of personal circumstances at present[[3]](#footnote-4) | | Tick in this column |
| a) | single occasions of illness |  |
| b) | adverse personal circumstances |  |
| c) | Relapses/ exacerbations of long term fluctuating conditions/ disabilities |  |
| d) | Coronavirus (COVID 19) impact (where not covered by categories a)-c) above), such as impact of self-isolating, impact of caring responsibilities, impact on personal wellbeing |  |
| Unforeseen Impediments  Unforeseen impediments constitute circumstances that effect a student’s ability to conduct or pursue their research in the last 4 months (and ongoing) that it was not reasonably possible for the student to mitigate or plan for, which are corroborated by a member of their supervisory team. | | |
| 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 or campus, other Coronavirus (COVID 19) impact on ability to carry out research. |  |

You **MUST** attach:

1. A brief statement of the reasons for your deferral;
2. 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;
3. Your statement must give a clear indication of the length of deferral requested: 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 in the first instance.

If you feel that you have 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, setting out a clear explanation for the grounds for your application.

Please see section 1.7.2 of the ‘Applications for Deferral of Internal Programme Deadlines – Temporary Policy in Response to Impact of Coronavirus Outbreak’. If you have previously applied for a deferral please see section 1.7.4 b) of the ‘Applications for Deferral of Internal Programme Deadlines – Temporary Policy in Response to Impact of Coronavirus Outbreak’

I confirm that I have discussed this application with a member of my supervisory team

If appropriate, I confirm that I have discussed this application with my pastoral tutor

Student’s Signature (signatures may be supplied electronically or this form may also be submitted by email)

Date:

Unforeseen Impediments only – the application must be supported by a member of the supervisor team:

Supervisor’s Signature (may take the form of confirmation through an attached email from a supervisor) 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.

Please be mindful of the pressures on the team under the current circumstances, and endeavour to make your application as early as possible.

###### C Pro-Vice-Chancellor and Executive Dean of College (normally College DPGR) Consideration

Complete either a) or b):

a) I confirm that I have considered the application for deferral 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 application for deferral provided and have rejected the application for deferral on the following grounds:

PRINT NAME:

Signature (or attach email confirmation):

Date:

**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](mailto:advice@thesu.org.uk) (Cornwall Campuses)

**Academic advice:** Contact your College

1. An application for deferral should normally be made as soon as possible and at the latest within one working day of the relevant deadline. [↑](#footnote-ref-2)
2. The length of any approved period of deferral will be informed by the information provided and shall not exceed a period of three months in the first instance. [↑](#footnote-ref-3)
3. Evidence can, however, be helpful, see ‘[Annex 1- Applications for deferral](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#Annex-1-Applications-for-deferral)’ to the requirements for ‘[Upgrade of Students from MPhil to Doctoral Study](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#upgrade)’ specified in the ‘[Statement of Procedures: Periods of registration and changes to registration status for graduate research students](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/)’ for examples. [↑](#footnote-ref-4)