**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**](https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#Annex-1-Applications-for-deferral)**: Applications for deferral**

An application for deferral should be submitted **6 weeks before** the expected submission deadline for upgrade.

**Step 1:** Complete your details in Section 1 and information concerning your request in Section 2

**Step 2:** Obtain Supervisor support, including a supporting statement

**Step 3:** Return the form and any supporting documents (listed in Section 2) to your [Faculty PGR Support Office](https://www.exeter.ac.uk/research/doctoralcollege/aboutus/pgrsupportcontact/).

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.

**SECTION 1 – STUDENT DETAILS**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Student Number** |  |
| **Fee Status** | Home/EU International |
| **Mode of Attendance** | Full Time  Part Time (Please confirm FTE) |
| **Date of entry** |  |

**Finance and Funding:**

|  |  |
| --- | --- |
| **Have you received a scholarship for fees and/or maintenance for your studies from a sponsor, the University of Exeter or Research Council?** | Yes No  If yes, please state: |
| **Do you receive fees and/or maintenance from the US Federal Aid Scheme?** | Yes No |
| **Are you in receipt of a Masters or Doctoral Loan from Student Finance England (or a loan from another loan provider)?** | Yes No |

**SECTION 2 - 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](https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#Annex-1-Applications-for-deferral): Applications for deferral: ‘Exclusions’ *before* completing this section of the form.

|  |  |
| --- | --- |
| **Current deadline for submission of upgrade portfolio (detailed in MyPGR)** | dd/mm/yyyy |
| **Requested new upgrade portfolio submission deadline**  *The length of any approved period of deferral will be informed by the evidence provided and shall not exceed a period of three months.* | dd/mm/yyyy |

|  |  |  |
| --- | --- | --- |
| Personal circumstances (where interruption is not appropriate) | | X in this column |
| a) | single occasions of illness |  |
| b) | adverse personal circumstances |  |
| c) | i) Relapses/ exacerbations of long term fluctuating conditions/ disabilities |  |
|  | ii) Please confirm whether this is formally recorded in an ILP | ☐Yes ☐No |
| 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. |  |
| Other | | |
| h) | 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 detail the mitigating circumstances below: |  |

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’](https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#Annex-1-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 Department’s decision about what period of deferral might be considered reasonable, which shall not exceed a period of three months.

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’](https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#Annex-1-Applications-for-deferral) for further information with regard to especially sensitive information.

Please note that a request for a deferral to the upgrade portfolio submission deadline may be accompanied by a warning under the [Unsatisfactory Student Progress & Engagement Procedures](https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/lts/unsatisfactoryprogress/).

**SECTION 3 –** **Consent and Approvals**

|  |
| --- |
| **Student**  I confirm I wish to defer my upgrade deadline as per the details submitted above.  Signature OR Submission via email (attached) |
| **Supervisor (student to obtain supervisor support before returning the form)**  I support the request to defer the upgrade deadline as per the details above, and have provided a support statement (attached).  Signature OR Submission via email (attached) |
| **Departmental Approval (PGR Support Office will obtain Departmental Approval)**  Department Director of PGR complete either section a) or b):   1. 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:   1. I confirm that I have considered the evidence of mitigation provided and have ***rejected*** the application for deferral on the following grounds:   Signature (Department Director of PGR) OR Submission via email (attached) |