

# COVID-19 Extension Request Form



Name of candidate	
Student number	
Department	
Supervisor	
Title of thesis	

In response to the pandemic, SOAS Universities Doctoral School has put in place a number of mitigation arrangements to support PGR students and to help address the negative impact of the pandemic. The Doctoral School acknowledge the impact to workspaces or technical infrastructure, access to library materials has been severely restricted and fieldwork projects had to be interrupted or postponed.

In review of the Covid Mitigation policy the Doctoral School have issued the following solutions for 2020 and 2021 PhD intake cohorts :

- 2020 cohort: to be granted up to 2 terms extension, for a fee of £350, with the possibility of a third-term extension on request and with the expressed support of the supervisor, on a case-by-case basis.
- 2021 cohort: no extension, but the invitation for requests to be submitted by and with the support of the supervisor, again on a case-by-case basis. (If granted a fee of £350 is required for one term)

Before completing this form it is recommended that all candidates read the supporting guidance at: <https://www.soas.ac.uk/doctoral-school/mphil/phd-journey/when-things-are-not-going-planned/covid-mitigation-pgr>

## **SECTION A - (TO BE FILLED IN BY PhD CANDIDATE)**

I request that an extension of my PhD is applied with consideration to COVID-19's impacts to my Studies the following reasons (please complete Candidate's Declaration on page 4 and return to supervisor):

My fieldwork was impacted to due local and/or national restrictions within my host country.

I experienced personal challenges, such as challenges to my mental health and wellbeing and or finances.

I did not have the appropriate workspaces or technical infrastructure, or access to materials

Other (Please give details below)

Please provide further reasons why you require a extension (Please add additional sheet if necessary)

**SECTION B (TO BE FILLED IN BY PhD SUPERVISOR)**

Please tick **one** of the options below

I support an extension

I do not support an extension



Other (please provide comments below, this can include a bespoke extension)

**PLEASE PROVIDE COMMENTS**

Name .....

Supervisor Signature ..... Date .....

**SECTION C Third Term Extensions (2020 Cohort) and 2021 Extensions Cohort only (TO BE FILLED IN BY HEAD OF THE DOCTORAL SCHOOL AND THE ACADEMIC REGISTRAR)**

Please tick one of the options below

<b>ACADEMIC REGISTRAR:</b>	
<b>Final Decision:</b>	
<b>Date of review:</b>	
<b>Comments:</b>	
<b>HEAD OF DOCTORAL SCHOOL:</b>	
<b>Final Decision:</b>	
<b>Date of Review:</b>	
<b>Comments:</b>	

**ONCE SECTION A,B AND C HAVE BEEN FILLED IN, SUPERVISOR TO SUBMIT FORM TO DOCTORAL SCHOOL**

**FOR DOCTORAL SCHOOL USE ONLY**

Name ..... Date .....

PLEASE PROVIDE COMMENTS
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**Candidate's Declaration:**

- You have completed the programme of full-time or part-time study prescribed by SOAS;
- 1st Supervisory Committee have signed the under takings on this form to confirm that you are academically eligible for this status.
- The 'Covid -19 Extension ' status will normally start at the beginning of the following term after the form is received (subsequent to Continuation Year/Extension to Writing up Year).
- Doctoral researchers requiring a student visa should note that the school cannot support applications for extension of the visa beyond the Extension of Writing-Up period.
- Covid-19 Extension status is not designated as either full-time or part-time enrolment.
- Covid-19 Extension may be applied for by doctoral researchers (part-time and full-time) who:
  - a) have completed the School's required period of registration (normally a minimum of three years full-time study or six years part-time study for a PhD);
  - b) have paid the appropriate tuition fees;
  - c) have been transferred from MPhil to PhD registration (if a PhD award is being sought);
- Covid-19 Extension status is normally permitted for either a maximum of two terms or until the prescribed School deadline for submission of the thesis for examination (whichever is sooner).
- Covid-19 Extension fee of £350 will be applied for by doctoral researchers

*I confirm that the information I have given on this form is complete and accurate*

Signature..... Date .....

**Request for contact details from PhD students**

<b>Full Name:</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	
<b>Address:</b>	

SOAS requests contact details from all PhD finalists so that they can be reached after graduation for the purposes of gathering destination statistics for SOAS graduates and for future correspondence relating to their award.

The destination data (anonymised and treated in accordance with the Data Protection Act 1998) is collected from all universities, as required by HESA (Higher Education Statistics Agency). Publicly available destination statistics can help prospective students decide where they would like to study and current students to make informed decisions about their career choices.

For the benefit of current and prospective SOAS students, SOAS Careers would like to use the contact data also for collecting case studies from PhD graduates. These case studies may be published on the SOAS website for inspiration to current and prospective students. We would not publish your contact details, but may publish other information which you provide, including your name, course title and year of graduation. Your information will be managed in accordance with SOAS Data Protection Policy (<https://www.soas.ac.uk/infocomp/dpa/policy/>).

Please indicate below whether you are happy to be contacted regarding the case studies: YES  NO