

**Request to Register a Research Student**

**for an Additional Period of Study**

Where it is agreed that a student’s course should be extended into a fourth year of study (for students registered as PhD candidates) or a third year of study (for students registered as MPhil candidates and intending to submit for that degree). Once the form is complete e-mail it to [studentservices@nottingham.ac.uk](mailto:studentservices@nottingham.ac.uk) (alternatively you can take this to in person or post to one of the [Student Service Centres](http://www.nottingham.ac.uk/studentservices/contact-us/locations.aspx)).

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| **PLEASE READ:** The University’s regulations stipulate the time students should spend studying as a registered student:  **PhD** – full time course *minimum* 2 years and part-time course *minimum* 4 years. However, in general most full-time PhD students are registered for 3 years. The maximum period of study allowed is 4 years full-time and 8 years part-time.  **MPhil** – full-time course *minimum* 1 year and part-time 2 years. Most full-time MPhil students are registered for 2 years. The maximum period of study allowed is 3 years full-time, 6 years part-time. |
| **Section 1 –** **Student Information:**  Extra period of study requested (see above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  First Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School/Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Candidate for (please tick ✓): PhD 🞎 MPhil 🞎 |
| **Section 2 - School/Student Declaration:**  I request permission to register for an additional period of study and this has the support of my supervisor(s).  Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  Signatures of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor(s):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  Name of principal supervisor (in capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Head of School signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section 3 – Visa and Immigration Team Approval (international students only)**  On behalf of the Visa and Immigration Team, I can confirm that the student has been fully informed of the implications this additional period of registration will have on their immigration status in the UK. The student understands that the University is obliged to report this additional period of registration to the UK Home Office.  Are you currently sponsored by an officially recognised sponsor? Yes □ No □  If yes, please give the name of your sponsor and file number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you are sponsored, this change may have implications to your funding. If you have sought permission from your sponsor, you must attach written evidence; otherwise the International Office will be obliged to inform your sponsor.  Does this course require ATAS clearance: Yes □ No □  In some cases new ATAS clearance may be required, even if you have applied before.  Your advisor will inform you if this applies to you.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (On behalf of the Visa and Immigration Team) Date: \_\_\_\_\_\_\_\_\_\_\_ |

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| **Office use only** |  |
| Form complete | Signed by HoS |
| Saturn updated | Visa Advice (international only) |
| Notified student | SAM decision |
| Notified other departments | Approved by: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Reported to Home Office | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signed by Supervisor |  |