|  |  |
| --- | --- |
| **Student Name** |  |
| **Student Number** |  |
| **Start Date** | Click or tap to enter a date. |
| **Maximum End Date** | Click or tap to enter a date. |
| **Faculty** | Choose an item. |
| **Division** | Choose an item. |
| **Programme of Study** | Choose an item. |
| **Mode of Attendance** | Choose an item. |
| **Visa-Holder** | Choose an item. |
| **Funding** | Choose an item. |
| **ARUAA** | Choose an item. |
| **Principal Supervisor** |  |
| **Additional Supervisor** |  |
| **PGR Tutor** |  |
| [**Request Type**](#_Index_–_Request) | Choose an item. |
| **If ‘Other’ selected above, please provide details** |  |
| **Reason for Request**  *(up to 3 reasons can be selected)* | Choose an item. |
| Choose an item. |
| Choose an item. |
| **If ‘Other’ selected above, please provide details** |  |
| **Supporting Documentation** | Choose an item. |
| **If ‘No’ selected above, please explain why** |  |
| **Brief Request Summary**  *e.g. 1-month extension (mental health) / 2-month retrospective leave of absence (caring responsibilities)*: | |
| **Previous Extensions *(please include date granted, length and reason)*:**  [Postgraduate Research Regulations - Extensions (points 39-40)](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/regulations/postgraduate-research-regulations/) | |
| **Previous Leaves of Absence *(please include start/end dates and reason)*:**  [Postgraduate Research Regulations - Leave of Absence (points 36-38)](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/regulations/postgraduate-research-regulations/) | |

**Contents**

[Student Statement 3](#_Toc208840843)

[Supporting Documentation (medical or other) 4](#_Toc208840844)

[Completion Plan 5](#_Toc208840845)

[Principal Supervisor Statement 6](#_Toc208840846)

[PGR Tutor Statement 7](#_Toc208840847)

[Progress Reviews 8](#_Toc208840848)

[Overview 8](#_Toc208840849)

[Progress Review Report 8](#_Toc208840850)

[Index – Request Type 9](#_Toc208840851)

# **Student Statement**

* *Please provide more information about your request, including details of your circumstances and how they have affected your studies.*
* *Please detail the support provided by your division/faculty to date.*

# **Supporting Documentation (medical or other)**

* *Please provide any relevant supporting documentation.*
* *Please ensure the supporting documentation is date-specific and confirms the circumstances you cite in your statement.*
* *Please ensure the supporting documentation is in English.*
* *If you are unable to provide supporting documentation, please explain why.*

# **Completion Plan**

* *Please provide a comprehensive overview of overall progress to date, outlining chapter by chapter what has been completed and what work remains outstanding.*
* *Please include an indication of 'percentage complete' for each chapter.*
* *For extension requests, please detail exactly how you would use any extension period granted to bring your thesis to completion.*

# **Principal Supervisor Statement**

*Comprehensive consideration is required of all cases being submitted to Education Committee Academic Panel (Research).*

* *Please provide thorough comment on the student’s request and the circumstances they cite.*
* *Please detail the support provided by the division/faculty to date.*
* *Please indicate whether you would be supportive of the student’s request.*
* *Please confirm whether the student’s progress has been satisfactory.*
* *Please verify whether the student’s timeline, outlined in the completion plan, is achievable.*

# **PGR Tutor Statement**

*Comprehensive consideration is required of all cases being submitted to Education Committee Academic Panel (Research).*

* *Please review, in detail, the student’s statement, supporting documentation, completion plan and principal supervisor statement.*
* *Please provide thorough divisional/faculty comment on the student’s request.*

# **Progress Reviews**

*An indication of progress is required of all cases being submitted to Education Committee Academic Panel (Research).*

* *Please provide the dates and outcomes of the* ***formal*** *Initial Progress Review; Annual Progress Review 2 and Annual Progress Review 3 – not the* ***informal*** *Progress Reports from Research Compass.*
* *Please also include below the most recent progress review report.*

## **Overview**

**Initial Progress Review**

**Date:**

**Outcome:**

**Annual Progress Review 2**

**Date:**

**Outcome:**

**Annual Progress Review 3**

**Date:**

**Outcome:**

## **Progress Review Report**

# **Index – Request Type**

|  |  |  |  |
| --- | --- | --- | --- |
| **Request Type** | **Form** | **Corresponding Regulation(s)** | **Corresponding Code of Practice Point(s)** |
| * Extension * Extension (retrospective) * Extension (>12 months cumulative total) * Corrections/Amendments Extension * Resubmission Extension | Education Committee Academic Panel (Research) Request [Form](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/student-information/academic-panel/) | [Regulations 39-40](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/regulations/postgraduate-research-regulations/#leave) | [Code of Practice Point 71](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/code-of-practice-research-degrees/#d.en.112450) |
| * Leave of Absence (retrospective) * Leave of Absence (>24 months cumulative total) | Education Committee Academic Panel (Research) Request [Form](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/student-information/academic-panel/) | [Regulations 36 - 38](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/regulations/postgraduate-research-regulations/#leave) | [Code of Practice Point 80](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/code-of-practice-research-degrees/#d.en.112452) |
| * Mode of Attendance Change in the ‘enrolment only’ period | Education Committee Academic Panel (Research) Request [Form](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/student-information/academic-panel/) | [Regulations 25-26](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/regulations/postgraduate-research-regulations/#enrol) | [Code of Practice Point 68](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/code-of-practice-research-degrees/#d.en.112450) |
| * Change to Examining Committee for Resubmission | Education Committee Academic Panel (Research) Request [Form](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/student-information/academic-panel/) | [Regulation 70](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/regulations/postgraduate-research-regulations/#outcomes) | [Code of Practice Point 94](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/code-of-practice-research-degrees/#d.en.112453) |
| * Readmission | Education Committee Academic Panel (Research) Request [Form](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/student-information/academic-panel/)  All cases must be screened by the Academic Registrar before being presented at Panel | [Regulations 59-60](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/regulations/postgraduate-research-regulations/#read) |  |
| * Thesis Embargo | Thesis Access Restriction Request [Form](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/forms/) | [Regulations 76-77](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/regulations/postgraduate-research-regulations/#finalthesis) | [Code of Practice Point 102](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/code-of-practice-research-degrees/#d.en.112453) |
| * Terminate Studies following Initial Progress Review/ Annual Progress Review | Initial Progress Review [Form](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/forms/) / Annual Progress Review [Form](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/forms/) | [Regulation 46](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/regulations/postgraduate-research-regulations/#progphd)  [Regulation 57](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/regulations/postgraduate-research-regulations/#tos) | [Code of Practice Point 58](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/code-of-practice-research-degrees/#d.en.112450)  [Code of Practice Point 63](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/code-of-practice-research-degrees/#d.en.112450)  [Code of Practice Points 66-67](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/code-of-practice-research-degrees/#d.en.112450) |