**Mitigating Circumstances Claim – Additional Extension**

**THIS FORM SHOULD ONLY BE COMPLETED BY STUDENTS APPROACHING THEIR SUBMISSION DEADLINE. APPLICANTS SHOULD ONLY USE THIS FORM FOR EXTENUATING CIRCUMSTANCES. THIS FORM SHOULD BE SUBMITTED TO THE RESEARCH ADMINISTRATOR IN YOUR SCHOOL.**

All claims must be supported by appropriate evidence.

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| **Name** |  |
| **ID Number** |  |
| **School** |  |
| **Programme Code** |  |
| **Current deadline for submission** |  |
| **Financial sponsor** |  |

Please state clearly the reasons for your claim. You must provide as much detail as possible of the circumstances your claim is based on. If you need any further help or support completing your claim, please speak to your School administrator or contact LSU Advice [lsuadvice@lsu.co.uk](mailto:lsuadvice@lsu.co.uk) or [LSULondonadvice@lsu.co.uk](mailto:LSULondonadvice@lsu.co.uk) for London students. Information can be found on their website: <https://lsu.co.uk/academic-experience/advice>.

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| **Provide a completion timetable for the point of submission dating from your current deadline until the date you plan to submit your thesis** |
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| **Attendance**  Do you intend to remain in full time attendance at Loughborough throughout the duration of your extension? Yes/No  If not, please provide details of what you will be doing/where you will be residing during the additional study time |
| **For ALL visa holders only:** |
| Do you intend to remain in the UK for the extension period? \_\_\_\_\_\_\_\_\_\_\_\_\_ Yes / No  Do you intend to remain in the UK for your examination period/corrections? \_\_ Yes / No  **Important notice: If you do intend to remain in the UK, even if your visa is still valid, you will require ATAS clearance to cover the period you have requested (Engineering/Science disciplines).** For further information, please contact [pgresearch@lboro.ac.uk](mailto:pgresearch@lboro.ac.uk) Extension requests will not be confiirmed until ATAS requirements have been met.  If you do **not** intend to remain in the UK, please indicate the date you anticipate leaving the UK\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **When did the circumstances of your claim occur?** |
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| **How have the circumstances of your claim affected you and impacted on your research/progress with your research?** |
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| **Please tick here if you are currently in contact with CDS regarding this claim.** |  |

As part of your Mitigating Circumstances claim you **MUST** provide one or more pieces of independent supporting evidence.

### **If your extension request is approved you will be required to pay a fee throughout this period.**

**An extension fee will be charged per annum. When you are notified of the outcome of your application you will be advised of the fee due.**

**You must submit your claim form and supporting evidence to your Research Administrator by *(School to insert deadline date here).***

*SCHOOL TO COMPLETE:*

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| ***Details of any previous extension requests. Regulation XXVI para 5.3 permits the Progression Board to permit additional time in exceptional circumstances not exceeding 12 months.*** |
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| *Supervisors statement including details on whether the application is supported, whether the completion timetable is achievable and the support to be provided to the student in meeting this deadline.* |
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| ***Decision of Progression Board***  🞎 Approved 🞎 Not Approved  **New submission deadline:**  **Signature of Chair of Progression Board: Date:** |

*RETURN TO THE DOCTORAL COLLEGE OFFICE FOLLOWING PROGRESSION BOARD*