|  |  |
| --- | --- |
| ***Maynooth-University-Logo_CMYK_AW*** | **Ollscoil Mhá Nuad**  **Maynooth University** |

**Form No. R4**

(Version 3,,11 January 2017)

**Postgraduate Registration Extension request**

**Principles**: Postgraduate study is expected to be continuous. However, the University may grant a student an extension beyond the normal maximum period with the permission of their Head of Department and also the Registrar *or* Dean of Graduate Studies. Please note that research postgraduate students have published minimum and maximum designated programme completion times (see table below).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Normal duration | Minimum duration with approval from Head of Department | Minimum duration with approval from Academic Council | Maximum duration |
| PhD full time | 4 | 3 | 2 | 6 |
| PhD part time | 6 | 4.5 | 3 | 9 |
| Research master’s full time | 2 | 1 | 1 | 3 |
| Research master’s part time | 3 | 2 | 2 | 5 |

Source: *Route of Progression through the Structured PhD programme*

(Available at <https://www.maynoothuniversity.ie/university-policies/academic>)

In the case of an extension, you may be liable for a fee. Before applying for an extension you should discuss the matter thoroughly with your supervisor. If you are granted an extension but do not complete your programme within the extended time period, you will be required to apply for a further registration extension and pay the associated fee. Please note that an academic extension does not create a corresponding extension to any scholarship funding you are in receipt of. Applications for an extension to a scholarship should be made directly to the scholarship granting body.

**Indicate your programme of study**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Doctorate/PhD |  | Research Masters |  | Taught Masters |
|  | Higher Diploma |  | Postgraduate Diploma |  | Postgraduate Certificate |

**Student details**

|  |  |  |  |
| --- | --- | --- | --- |
| Student number |  | MU email |  |
| Surname |  | Personal email |  |
| First name(s) |  | Year of study |  |
| Date of Birth |  | Department |  |

**Reason for extension request and progress to date**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Financial |  | Family | |
|  | Medical |  | Work commitments | |
|  | Other (please indicate) | | | |
| Please summarise progress to date | | | | |
| Signature | | | | Date |

**Fees & Grants Office**

|  |  |  |
| --- | --- | --- |
| Years paid to date |  | Comment |
| Outstanding balance, if any |  |
| Medical Certs supplied (if applicable) |  |
| Fees Office staff name | | |
| Date | | |

**Approval of Relevant Department**

|  |  |
| --- | --- |
| Head of Department name | Comment |
| Department |
| Signature |
| Date |

**Please forward completed form for final consideration to:**

* [**policy@nuim.ie**](mailto:policy@nuim.ie)
* **or by post to Registry Policy Officer, Policy, Process & Planning Office, Humanity House, South Campus, Maynooth University**

**Approval of Registrar (or Dean of Graduate Studies)**

|  |  |
| --- | --- |
| Signature | Comment |
| Confirm duration of extension |
| Date |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registry Use Only – Tracking of progress**

|  |  |  |
| --- | --- | --- |
| **Action** | **Date** | **Staff signature** |
| Application record created on ITS |  |  |
| Certificates seen updated |  |  |
| Student advised |  |  |
| Graduate Studies Office advised |  |  |