**Request for UKRI funded extension**

**IMPORTANT: This extension request form is only to be completed if significant impacts are solely related to COVID-19, and where this will prevent the thesis being submitted by the submission deadline.**

**Before making a request:** Please refer to your registered university guidance on what is expected as part of a doctoral thesis, as there is an emphasis on quality rather than the quantity of research undertaken, and you might have met this standard without completing all of the work originally planned. Also, universities have implemented the use of COVID-19 statements to accompany PhD submissions and this may be satisfactory to allow you to submit your thesis by your submission deadline.

**UKRI expectations**

* The **priority remains** for students to **adapt and adjust research projects** to mitigate the delays caused by COVID-19, where possible, to complete their research to a doctoral standard within their original funding period.
* Funded extensions should be allocated on a **needs-priority basis**, for those who have **been unable to mitigate delays of COVID-19 or adjust their projects**.
* This funding is **not intended to cover ‘time lost’** due to COVID-19, but rather to address circumstances where, even with adjustments and mitigation, the student will be unable to complete their doctoral research within the funding period.
* That the focus of supporting extensions is to **provide the additional time** an individual student requires to **complete their revised doctoral research project**.
* All students and their supervisors should explore, if they have not already, what can be done to **adapt their doctorate to ensure they can complete it within their funded period**. This could mean adapting the research question, approach, or methodology, providing that this still enables the student to conduct a doctoral level research project. For some students this could result in their research project being different from that originally proposed.

**Guidance on completing your application**

* Please don’t assume the panel will have specialist knowledge of your PhD area, so please bear this in mind when writing your application.
* When providing details about the time needed, please provide tangible information so it is evident that the requested time is required.

**Review of application**

Your application will first be reviewed by the DTP Hub and then by a multi-disciplinary review panel, consisting of representatives from across the SWBio DTP partnership.

**Privacy and data sharing**

Information contained within this form will be shared with the review panel and the DTP Hub (which will include representatives from across the SWBio DTP partnership) for managing and approving these extensions. Information will also be shared with key people within your institution (for example, finance, postgraduate administrators) who would ordinarily be involved in managing extension requests. At your request, any confidential information will not be submitted to the panel or shared with your institution.

**Please complete the below form in close discussion with your supervisory team and your university academic progress monitoring panel.**

|  |  |
| --- | --- |
| **Details** | |
| Student |  |
| Date submitted |  |
| Registered university |  |
| Current funding end date |  |
| Mode of study (FT/PT) |  |
| Main supervisor |  |
| Rothamsted and academic supervisor  *For Rothamsted based students* |  |

|  |  |
| --- | --- |
| **Reason for extension** | |
| Interruption of data collection and/or fieldwork |  |
| Loss of access to research facilities/resources |  |
| Increased caring responsibilities |  |
| Affected health and well-being |  |
| Other (please provide a brief description): |  |

If you do not wish to discuss personal circumstances or sensitive information with your supervisory team, please contact either the [SWBio DTP Hub Manager](https://www.swbio.ac.uk/contacts/) (Samantha Southern) or a [local DTP representative](https://www.swbio.ac.uk/governance/). This information will then be captured separately to this form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Extension request (up to 3 months)**  ***Important:*** *This time can only be for essential doctoral work and cannot be used for extra work/attending conferences/writing papers.*  ***Please indicate with a ‘x’ the number of months.*** | | | | | |
| Up to 1 month |  | Up to 2 months |  | Up to 3 months |  |

*Beyond 3 months will be considered as exceptional requests and where there are funds available, and as such will need to be discussed further with the DTP on a case-by-case basis.*

|  |
| --- |
| **Justification**  *Please provide a short description of the case for the extension. Please complete the relevant sections below.* |
| **How your PhD studies are significantly affected by COVID-19** (200 words max) |
|  |
| **Remaining critical research activities (e.g. experiments/data collecting/fieldwork)** (200 words max) |
|  |
| **Mitigation approaches taken/attempted** (200 words max) |
|  |
| **Justification of the time needed to complete the doctoral work** (200 words max)  Please also include details about alternative critical research activities if further pandemic-related restrictions are imposed. |
|  |
| **Further information about the reason(s) for an extension request not being submitted previously or why an exceptional request** (200 words max) |
|  |
| **Any other comments** (200 words max) |
|  |

**Please ‘x’ to confirm that you have consulted and have agreement from your academic progress monitoring panel for the above extension request.**

Signing below confirms that the information provided above is, to the best of your knowledge, true, accurate and complete and all signatories agree with the information provided.

Student signature:

Date:

***For university-based students***

Main supervisor signature:

Date:

***For Rothamsted-based students***

Rothamsted supervisor signature:

Date:

Academic supervisor signature:

Date:

**Please return your completed form and a project planning document for your remaining time (e.g. GANTT chart, schedule outline) to** [**swbio-dtp@bristol.ac.uk**](mailto:swbio-dtp@bristol.ac.uk)*.*