## A close up of a logo  Description automatically generated

**Programmes & Assessment (Operations)**

## Taught Postgraduate Extension form (remote)

**To be completed and authorised by School academic or administrative staff**

• This form is **not for students who have failed and are required to re-sit** - in these cases, please contact the Examinations team on examinations@leeds.ac.uk

• This form is only for students **within** their maximum time period (duration of study +2yrs)

• **All** sections of this form must be completed for all students

• Schools should communicate with their Progress Clerk to ensure the relevant modules are added to the student record

**Personal Details**

|  |  |
| --- | --- |
| Student ID |       |
| First name |       |
| Surname |       |
| Programme |       |

**Programme Details** *format DD/MM/YYYY*

|  |  |
| --- | --- |
| Original start date |       |
| Extension from |       |
| Extension to |       |

**Extension Details** *place an ‘x’ against the reason & state if they are to be charged or not*

|  |  |
| --- | --- |
| **Reason** | **Further information** *(type below with any details of mitigating circumstances beyond control of student)* |
| Departmental | [ ]  | Employment | [ ]  |       |
| Financial | [ ]  | Personal | [ ]  |
| Illness | [ ]  | Other | [ ]  |
| Family | [ ]  |

|  |  |  |
| --- | --- | --- |
| Charge extension fee | Yes [ ]  | No [ ]  |

|  |
| --- |
| **Visa Status (must be completed for all students)**1. **Is the student a Tier 4 international student?**

Yes [ ]  No [ ]  *- if ‘No’, please move on to Authorisation section*1. **If above answer is ‘Yes’**, is the student required to remain in Leeds during their extension period?

Yes [ ]  No [ ] 1. **If answer to 2 is ‘Yes’**, refer the student to International Student Advice (ISA) on internationalstudents@leeds.ac.uk for advice about their immigration status
 |

**Authorisation**

|  |  |  |  |
| --- | --- | --- | --- |
| Completed by (name) |       | Date |       |
| Department |       |
| Signature | [ ]  *(tick in lieu of signature)* |
| **Please return completed form promptly to Programmes & Assessment (Operations):** **studentrecords@adm.leeds.ac.uk** |