## 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](mailto: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](mailto: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**](mailto:studentrecords@adm.leeds.ac.uk) | | | |