


Title:	Student Request Form	 <b>Coláiste na Tríonóide, Baile Átha Cliath</b> <b>Trinity College Dublin</b> <small>Ollscoil Átha Cliath   The University of Dublin</small>
Version Number:	4	
Effective Date:	September 2020	
Document Number:	SOM-FOR-PG-004	
Short Description:	This document is completed by postgraduate students to provide information on a change request (e.g. extension, remote study, etc) to their postgraduate degree.	

## STUDENT EXTENSION/OFF-BOOKS REQUEST FORM Research Students

This form should be returned to the Director of Postgraduate Teaching & Learning Office.  
pgcases@tcd.ie

### PART A: FOR COMPLETION BY THE STUDENT

**Privacy Statement:** This form together with all supporting documentation are submitted on the understanding that the data contained therein are used solely for the purposes of the consideration of the postgraduate student's request for an extension. This information may be sent by the Office of Postgraduate Teaching & Learning, Head of School, Academic Registry, and/or Dean of GSO for the purpose of seeking advice and approval. Further details on the data protection regulations pertaining to these materials can be found at <http://www.tcd.ie/privacy/>. You are asked to read these carefully and indicate your consent below to the submission of all documentation relevant to your appeal subject to these regulations.

**Student Signature**

**Date**

### PART B: GENERAL INFORMATION

**Name of Student**

**Email of Student**

**Student Number**

**Degree (PhD, MD, or MSc)**

**Part Time or Full Time (PT or FT)**

**Name of Supervisor (or Advisor if MD)**

**Email of Supervisor (or Advisor if MD)**

**Year & Month Started**

- September  
 March

**Expected Year of Completion**


### PART C: YOUR REQUEST

**What are you requesting?**

- Time Off-books  
 Extension – submission of thesis  
 Extension – continuation report  
 Extension – annual progress report

**Reason for requesting extension or time off-books (please outline with as much details as possible).**

**Please indicate exactly the new submission date should this request be granted (i.e. the new deadline date being requested). This should simply indicate the day, month and year e.g. Thu 22<sup>nd</sup> Jan 2021**

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<b>Have you consulted with your supervisor or course director? Please seek comments from supervisor or course director.</b>	
<b>Have you consulted with your funding agency? In case of an extension request, please ensure you are aware of the implications of support from your funding agency.</b>	
<b>Have you consulted with college support services? Please see below.</b> <ul style="list-style-type: none"> <li>- <b>Disability Service</b>   <a href="http://www.tcd.ie/disability/">www.tcd.ie/disability/</a></li> <li>- <b>Graduate Student's Union (GSU)</b>   <a href="http://www.tcdgsu.ie">www.tcdgsu.ie</a></li> <li>- <b>Health Centre</b>   <a href="http://www.tcd.ie/collegehealth/">www.tcd.ie/collegehealth/</a>; <a href="http://www.tcd.ie/College_Health">www.tcd.ie/College_Health</a></li> <li>- <b>Postgraduate Advisory Service</b>   <a href="http://www.tcd.ie/Senior_Tutor/postgraduateadvisory/">www.tcd.ie/Senior_Tutor/postgraduateadvisory/</a></li> <li>- <b>Student Services</b>   <a href="http://www.tcd.ie/corporate-services/structure/student-services/">www.tcd.ie/corporate-services/structure/student-services/</a></li> <li>- <b>Student Counselling Services</b>   <a href="http://www.tcd.ie/Student_Counselling/">www.tcd.ie/Student_Counselling/</a></li> </ul>	

**Note:** If required this form will be send by the Office of Postgraduate Teaching & Learning to Head of School, Academic Registry, Dean of GSO for approval of your case.