|  |  |  |
| --- | --- | --- |
| Home page of UWE Bristol | **Graduate School** | **APPLICATION FOR PGR PERSONAL CIRCUMSTANCES** |

**Application for PGR Personal Circumstances**

|  |
| --- |
| **Guidance** |
| * Look at the [PGR Personal Circumstances flowchart](http://www1.uwe.ac.uk/research/postgraduateresearchstudy/currentpgresearchers/researchdegreeforms.aspxhttp%3A/www1.uwe.ac.uk/research/postgraduateresearchstudy/currentpgresearchers/researchdegreeforms.aspx) to help you decide what action to take.
* Refer to the [PGR personal circumstances guidance note](http://www1.uwe.ac.uk/research/postgraduateresearchstudy/currentpgrs/researchdegreeforms.aspx) for information about the range of circumstances and supporting evidence likely to be accepted.
* If you need a 5 working day extension to a progress milestone deadline only and you need to self-certify, do not complete this form, ring the Graduate School and speak to a manager. For up to five days with eligible evidence, attach this to an email to graduateschool@uwe.ac.uk explaining your circumstances.
* You should always discuss your application with your Director of Studies (DoS).
* If your circumstances relate to a scheduled progression examination or progress review (PR2/PR3) meeting taking place soon, you must contact your DoS as soon as possible.
* You can also read [Chapter 7](http://www1.uwe.ac.uk/research/postgraduateresearchstudy/currentpgresearchers/graduateschoolhandbook/part7-helpandsupport.aspx) of the Graduate School Handbook for a range of frequently asked questions about personal circumstances.

**Important** * If your circumstances relate to your scheduled final assessment viva voce examination and this is within four days (96 hours), you **must** contact your Director of Studies (DoS) **and** the [Graduate School Assessment Team](http://www1.uwe.ac.uk/research/postgraduateresearchstudy/contactuwegraduateschool.aspx) immediately. See section 5 below.
* If your circumstances relate to assignment deadlines/examinations for taught modules only**, do not** complete this form. Instead go to the [University’s general personal circumstances page](http://www1.uwe.ac.uk/students/academicadvice/assessments/personalcircumstances.aspx) and complete the relevant process.
 |

|  |
| --- |
| **Section 1. Details of Postgraduate Researcher** |
| **Name**:      | **Award**: MPhil ☐ PhD ☐ Prof Doctorate ☐ DPhil☐ |
| **Faculty**: ACE ☐ FBL ☐ FET ☐ HAS☐ | **Mode of study**: Full-time ☐ Part-time ☐**Student ID Number**:      |
| **Director of Studies (DoS**):      | **Registration start date**:      |

|  |
| --- |
| **Section 2. Current Progress Milestone** |
| Please indicate which progress milestone you are working towards |
| ☐ RD1 Project Registration☐ PR1 Progression Examination☐ PR2 Progress Review stage 2☐ PR3 Progress Review stage 3☐ Post PR3 completion phase☐ Final Submission of thesis or published works | **Final Assessment**I have submitted my thesis/published works for final assessment ☐Please complete section 3 and then follow guidance at section 5 immediately  |

|  |
| --- |
| **Section 3. Your circumstances and their impact** |
| **3.1** Please provide a brief description of your circumstances. Refer to the [PGR personal circumstances guidance note](http://www1.uwe.ac.uk/research/postgraduateresearchstudy/currentpgrs/researchdegreeforms.aspx)s for further information about circumstances likely to be accepted. If your circumstances are covid-19 related please detail them below as it will affect the evidence you need to support this application (*see section 4*).      |
| **3.2** How has your ability to study or meet a milestone deadline been impacted? Please ensure that you state which milestone deadline and when it is due.      |
| **3.3** What outcome are you requesting? Indicate **one** from the options below. (NB. for a 5 day milestone extension only see the guidance at the top of this form). |
| **Option 1. 28 Day extensions – one application only per stage\*** |
| ☐ Up to 28 day extension of a milestone report/evidence submission deadline date (RD1, Prog Exam, PR2,PR3);☐ Up to 28 day postponement of the date of a progression examination (PR1);☐ Up to 28 day postponement of the date of a progress review meeting i.e. PR2 or PR3.\*NB. Once per stage includes any required resubmission of evidence. You may not apply for 28 days at initial submission and again at resubmission. |
| **Option 2. Suspension of Registration** |
| ☐ Suspension of registration for one month or more, up to 12 months

|  |  |
| --- | --- |
| **Proposed suspension start date** |      /     /     dd/mm/yy |
| **Proposed suspension return/end date** |      /     /     dd/mm/yy |

 |
| **Option 3. Exceptional Extension of Registration**  |
| ☐ Exceptional extension of registration (post PR3 only). NB. For this outcome, evidence **and** a completion plan must be submitted with this form. |
| **Option 4. Final Assessment Phase** |
| ☐ Final submission – extension of submission deadline (see also section 5)☐ I have submitted my thesis/publications for final assessment (see also section 5) |

|  |
| --- |
| **Section 4. Supporting Evidence** |
| Supporting evidence is required for all applications with the exception of self-certification for a 5 working day extension to a progress milestone deadline and self-certification for covid-19 related suspensions. Please refer to the [PGR personal circumstances guidance note](http://www1.uwe.ac.uk/research/postgraduateresearchstudy/currentpgrs/researchdegreeforms.aspx)s for more information about the kinds of evidence likely to be accepted.If you do not submit supporting evidence when necessary, your application will be declined. Contact the Graduate School if you are having difficulty obtaining suitable evidence.Tick to confirm that you are: ☐ attaching supporting evidence or  ☐ self-certifying for a 5 working day extension or ☐ self-certifying due to covid-19  |

|  |
| --- |
| **Section 5. More information for PGRs in the final assessment phase** |
| If you are in final assessment and your circumstances relate to a scheduled viva voce examination, you must contact your DoS and the Graduate School Assessment Team urgently.If your viva is scheduled to take place within the **next 96 hours (4 days)** you must do the following **immediately**:1. Contact your Director of Studies (DoS);
2. Ring the Graduate School Assessment Team.

Office hours are Monday to Friday 09:00 – 16:00 Tel no. +44 (0) 117 328 2544. Outside office hours, you must email the Graduate School Assessment Team and then ring as soon as the office re-opens to receive further guidance. |

|  |
| --- |
| **Section 6: Data Protection Privacy Statement** |
| *The personal information collected on this form will be processed by the University in accordance with relevant Data Protection legislation. We will hold your data securely and not make it available to any third party unless permitted or required to do so by law. Your personal information will be used/processed as follows:* |
| 1. *To enable consideration of appropriate academic ability and/or progress through your PGR degree.*
2. *By disclosure to Graduate School staff, Faculty Research Degree Committee members, Research Degree Award Board members, the individual’s supervisory team, examiners, reviewers as appropriate.*
3. *Kept for up to 6 years after award of qualification or of withdrawal and then destroyed securely.*
4. *Hardcopies will be kept in individual files, within filing cabinets, within a locked office (while vacant). Electronic copies to be kept on a staff s: drive which has access restricted to Graduate School staff. Electronic copies may be sent to those mentioned in number 2 as applicable.*
 |
| *I acknowledge and understand the University processing my personal data as described above* ☐ |
| *The University of the West of England is the Data Controller. Under Data Protection legislation you have a number of rights in relation to your personal data. To find out more or to exercise these rights please contact the University Data Protection Officer (**dataprotection@uwe.ac.uk**).*  |

|  |
| --- |
| **Section 7. Supervisor Support** |
| * In all cases, you must discuss your application with your Director of Studies. You must confirm that you have done this by ticking the box below, and your DoS must confirm that they support your application by emailing Graduateschool@uwe.ac.uk.
* If your DoS is away from the University for a period of time or otherwise unavailable, you must discuss your case with another member of your supervisory team.
* Please tick to confirm that you have had this discussion with your DoS/Supervisor☐
 |

|  |
| --- |
| **Section 8: Postgraduate Researcher’s Declaration** |
| **Please provide your signature below to confirm that the information given on this form is complete and accurate.** |
|       | ***Date***       |
| *NB: if sign-off is via e-mail your covering email must confirm that the information supplied by you is accurate.**(from a UWE account)* |

**Now email the** **Graduate School** **attaching this completed form and supporting evidence**

**To avoid delay in processing your application please also send a copy of your email to your DoS, they must confirm by email to the** **graduateschool@uwe.ac.uk** **that they support your application.**