



Annexe 4 to the Policy on Suspensions, on Extensions of Study, and on Extenuating Circumstances in relation to the *Viva Voce* Examination

PGR Process for Requesting a Suspension of Studies

If the student considers potential extenuating circumstances are such that they might impact on the quality of their research and the thesis then the student should request a suspension of studies in order to attempt to remedy the situation. For the policy see: [Appendix 6 of the PGR Code of Practice](#).



The student contacts their Supervisor or PGR Administration Team in their School/Institute for advice on the PGR Suspensions procedure.



The student submits the Application for Suspension of Studies (and supporting evidence) within ten working days of the claimed circumstances as an online request in the link in Liverpool Life. Applications will only be accepted for a period of between one and twelve months.



The student's application will be considered by their Supervisor supported by the SDPR/IDPR or DDPR.



If the request is accepted, the SDPR/IDPR will make a recommendation to the FDPR, who will make the decision whether or not to grant the request.

The student will be informed of the decision by the Research Degree Administration Team (SAS).



In order to confirm that they will be resuming their studies on the scheduled return date and to agree a renewed plan for their project, the student must contact their Supervisor and the PGR administration team in their School/Institute at least one month before this date (or two weeks beforehand if their period of suspension is for less than three months).

PGR Process for Requesting an Extension of a Thesis Submission Date

If the student, close to their thesis submission date, considers potential extenuating circumstances are such that they might impact on the quality of their thesis then the student should request an extension to the normally expected thesis submission date in order to attempt to remedy the situation. For the policy see [Appendix 6 of the PGR Code of Practice](#).



The student contacts their Supervisor or PGR Administration Team in their School/Institute for advice on the PGR Extensions procedure.



The student submits the Application for Extension of the Thesis Submission Date (and the supporting evidence) within ten working days of the claimed circumstances as an online request in the link in Liverpool Life. Applications will only be accepted for a period of up to twelve months.



The student's application will be considered by their Supervisor supported by the SDPR/IDPR or DDPR.



If the request is accepted, the SDPR/IDPR will make a recommendation to the FDPR, who will make the decision whether or not to grant the request.

The student will be informed of the decision by the Research Degree Administration Team (SAS).



In cases where they have already submitted their Intention to Submit (ITS) form, to confirm that they will be submitting their thesis on the scheduled date, the student must contact their Supervisor and the PGR administration team in their School/Institute 1 one month before this date (or two weeks beforehand if their period of extension is for less than three months). Where they have not yet submitted their ITS form the normal submission rules apply.

**PGR Process for Extenuating Circumstances Claims following Thesis Submission
and Prior to the Viva**

If the student considers that their performance in the scheduled *viva* might be adversely affected owing to illness or other unavoidable circumstances, they must inform their School/Institute within 10 working days of the claimed circumstances and normally **at least 48 hours before the scheduled *viva***, in writing. For the policy see [Appendix 6 of the PGR Code of Practice](#).



The student contacts their Supervisor or PGR Administration Team in their School/Institute for advice on the Extenuating Circumstances procedure.



The student submits the Application for Consideration of Extenuating Circumstances Form (Annexe 2 to Appendix 6 of the PGR Code of Practice), with supporting documentation, to the appropriate SDPR/IDPR (or nominee).



The application will be considered by the SDPR/IDPR.



If the request is accepted, the SDPR/IDPR will notify the Examiners on whether the *viva* is to be postponed or whether it will go ahead.



The student will be informed of the decision by the SDPR/IDPR.