DEPARTMENT OF SOCIOLOGY

Request for an Extension to submit the Dissertation

Guidelines

If you have extenuating circumstances which have affected your ability to complete your dissertation, you must discuss your circumstances in the first instance with your supervisor or the Masters Co-ordinator. If, following these discussions, you wish to submit a request for an extension of up to 4 weeks from the published deadline, you must complete the form attached. You may submit the form by post or by email (attaching scanned copies of documentation if appropriate).

A student requiring an extension of more than four weeks from the published deadline must submit a formal request to the Dean by completing the appropriate form available at:

https://www.essex.ac.uk/esf/

If the Dean and the Department support a request for an extension longer than four weeks, the student will be required to register and pay a continuation fee per term, or part thereof.

International students seeking any extension to submit the dissertation are advised to check for any possible impact on their visa and seek advice on the Student Support website:

http://www2.essex.ac.uk/standsup/intstuds/intintro.shtm

The form must be returned at least one week before the published deadline to the Graduate Administrator in the General Office, or by email to socpgadm@essex.ac.uk.

Please note that:

Extensions must be requested at least one week before the published deadline (9 September 2015).
Reasons for the request must be given in writing, using this form.
No extensions are permitted beyond the final deadline.

NB: computer problems, difficulties in getting library books, or confusion over deadlines do not constitute grounds for an extension.
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Request for an Extension to submit the Dissertation

Name: .................................................................................................................................

Degree Course: ..................................................................................................................

Length of extension requested ..............................................................................................

Email address: (Your reply will be sent to this address) ....................................................

Please give details of your extenuating circumstances for requesting an extension, providing documentation where available:


For office use only:

Extension granted until .........................................................(date) □

Extension not granted □