



Applying for an Extension

1. Introduction

1.1 MEaP Academy Scholars are expected to meet their book project submission deadline date (or resubmission deadline date, where this applies). Where there are valid and evidenced exceptional factors, a Scholar may apply to the Advisory Board for an extension to the deadline date for the submission of their manuscript.

1.2 An extension happens at the end of a Scholar's period of study or post examination and is defined as an extension of time beyond the given manuscript submission or resubmission deadline date. A Scholar can request an extension, but there is no guarantee that an extension will be granted.

2. Making an application

2.1 Where a Scholar has exceptional factors and requires additional time to submit or resubmit their manuscript, they must complete the extension of period of registration (PD4) form. The form must be accompanied by appropriate documentary evidence to support their application.

2.2 An application for an extension to the manuscript submission deadline date should normally be submitted at least three months before a Scholar's manuscript submission deadline date. Where there are exceptional circumstances, a retrospective request for an extension may be considered, and must include an explanation from the Scholar as to why the request was not submitted within the appropriate timeframe.

2.3 To apply for an extension, a Scholar will need to demonstrate that they have made reasonable progress to date and have a justifiable reason for the extension. They must also provide a work plan of how they intend to complete the research during the extended period of time requested.



3. Reasons for an extension

3.1 The reasons for an extension should be based on severe, unexpected, relevant and evidenced exceptional factors.

3.2 Cases relating to illness should normally use the suspension procedure rather than extension. In cases of long-term health issues where a suspension may not be appropriate, Scholars must speak with their Series Editor about whether a Personal Learning Plan (PLP) would be helpful to ensure wider support for them over a prolonged period of time. The PLP makes recommendations for 'reasonable adjustments' or additional support that can be put in place to assist a Scholar with a disability with their study.

3.3 Some examples of what might be considered a valid exceptional factor are listed below. These would need to be fully evidenced and must have affected the Scholar's ability to submit the manuscript.

- An unforeseen intellectual change or the emergence of a body of new evidence which will affect the outcome of the research
- Inability to progress with research studies due to the lack of required Institute resources (e.g. essential software etc.)
- Failure of Institute IT systems
- Sudden illness or injury during the period when a Scholar is working on the manuscript for submission such as flu, gastroenteritis or a broken arm
- A worsening of a long-term health condition during the time a Scholar is working on the manuscript
- A close family member or friend died around the time of a manuscript submission
- Personal problems, for example court proceedings or separation from a spouse or partner, which have affected the Scholar around the time of manuscript submission
- A close family member becoming unexpectedly ill around the time of a manuscript submission which either required the Scholar to look after them or the news caused the Scholar to feel stressed, anxious or depressed.
- Being the victim of a crime, e.g. assault or subject to a theft.



3.4 The following are not considered exceptional factors and will not be accepted as valid grounds for an extension by the Advisory Board

- Completing, submitting the manuscript too late, and missing the submission deadline
- Non-availability of books or journals
- Not backing up the manuscript electronically; Scholars are expected to take appropriate precautions to back their work up.
- A long-standing condition for which the Scholar has a Personal Learning Plan (PLP) in place where reasonable adjustments have been put in place which mitigate the impact of the long-standing condition
- Financial problems (other than cases of the most extreme hardship, e.g. redundancy/bankruptcy)
- Visa issues
- House moves, family celebrations or other events where a Scholar has control over the date or could choose not to participate
- Problems with postal delivery of the manuscripts (Scholar are advised to obtain receipts if submitting in this manner)
- Normal work commitments reducing time available for research
- Long-standing appointments (legal, medical, etc.) which could be re-arranged
- Cover for childcare
- Unrealistic time plan
- Holidays or periods of absence taken earlier in the registration
- Poor academic progress
- Requirement to improve language skills
- Factors which lead to a request in excess of 12 months.



4. Evidence requirements

4.1 All applications for extensions should be accompanied by appropriate supporting evidence of impact – such as a fully completed 'summary of progress' section within the extension of period of registration (PD4) form.

4.2 Supporting evidence should normally be submitted at the same time as the application form. If this is not possible, Scholars must clearly indicate the reasons for the delay on the form. Where there are reasons of confidentiality, Scholars should refer only to this on the form.

4.3 Evidence in a language other than English must be translated and certified prior to the submission of a Scholar's application.

5. Work plan

5.1 All applications for extensions must be accompanied by a work plan to demonstrate how the requested period will be used effectively in order to complete the outstanding work for the award.

5.2 A Scholar's work plan should provide a schedule of the outstanding work and the timeframe for completing each section.

5.3 Extension requests without work plans, with incomplete work plans or insufficient detail, will not be approved.

6. Extension time limits

6.1 Extensions are normally for periods of up to three months; longer extensions of up to six months (or for separate extensions that cumulatively total six months) may be requested if sufficient evidence is provided. However, for MaSPP the extension is up to a maximum of one month in order to avoid disrupting the production schedule.

6.2 In all cases, the extension request must bear a close relationship to the grounds cited, and appropriate documentary evidence must be provided in support of the application.



7. Application outcomes

7.1 Where the application is approved, the Scholar will be notified via email of the revised manuscript submission or resubmission date. The Scholar can contact the Faculty Research Degrees team regarding any tuition fee liability.

7.2 An extension is not a right and it may be refused where, for example:

- Inadequate reasons are given for seeking an extension
- Acceptable evidence has not been provided
- A work plan has not been provided or the work plan does not provide sufficient details to justify the requested extension period

8. Implications of extending studies

8.1 For MaSPP in order to ensure the timely delivery of the manuscript to the Publisher, The Series Editor will undertake co-authorship of the manuscript. This will have implications for later PhD submission, as proof of contribution becomes less straightforward from another institution's point of view.

See [PD4 \(Applying for an Extension\)](#)