



Extension of Candidature Policy for Research Degrees



Scope: All research programmes leading to an award of City St George's, University of London.

Senate Regulations: Senate Regulation 24.

Summary: This Policy outlines the general principles for an extension of candidature for doctoral researchers.

Date approved/re-approved: July 2025.

Date for review:

To be reviewed by the end of 2028/29 academic year, with allowance for minor updates, as required.

Effective from: 1st of August 2025.

Equality and Diversity Statement

City St Georges, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Freedom of Speech

City St George's, University of London, regards freedom of speech and academic freedom to be fundamental to delivering its mission as the University of business, practice and the professions. Its values in this respect are set out in a code of practice on freedom of speech and academic freedom, which explains how the University will uphold, secure, and promote freedom of speech within the law. See: <https://www.citystgeorges.ac.uk/about/governance/policies/code-of-practice->

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on-freedom-of-speech . Nothing in this policy should be interpreted in any way that would be inconsistent with the code of practice and – in the event of any inconsistency – the provisions of the code will prevail.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.

1. A doctoral researcher may request an Extension of Candidature beyond the cumulative maximum period of registration permitted by the regulations for the degree on which they are registered if the researcher is not able to submit the thesis for examination within the normal period of candidature.
2. Extensions of Candidature are managed in accordance with Senate Regulations 23 and 24. This Policy supports the Regulations by outlining the University's approach to Extensions of Candidature.
3. Doctoral Researchers studying a programme with a taught element (e.g.MRes plus PhD, DPsych) are subject to the regulations for taught course special schemes of study whilst they are registered on the taught element.
4. The University's Research Degree Framework, Regulations and Policies apply equally to doctoral researchers at partner institutions unless different arrangements have been agreed between the University and the partner institution and have received University approval. Details will be set out in the Memorandum of Agreement for the partnership and in programme handbooks provided to partnership researchers. Any agreed alternative arrangements must be consistent with applicable legislation and the University's Code of Practice on Freedom of Speech and Academic Freedom, and must not limit the lawful exercise of academic freedom or freedom of speech by partnership researchers.

Principles

5. The University expects doctoral researchers to seek advice and guidance from relevant staff (e.g. Supervisors, Senior Tutor for Research) prior to making an application to extend their candidature. This is to ensure that they are aware of how an extension may impact on their studies and to receive advice on whether an extension is the most appropriate option given their individual circumstances. Where a researcher declares a disability, physical health, welfare or mental health issue, they should be referred to:
 - Student Support for Welfare Support: safeguarding@citystgeorges.ac.uk
 - Learning Success for Disability Support: disability@citystgeorges.ac.uk
 - Student Health and Wellbeing Service: wellbeing@citystgeorges.ac.uk or book an appointment [here](#).
6. An extension of candidature will extend a doctoral researcher's period of registration beyond their maximum period of registration and be recorded as a late submission and as such, an extension will typically only be authorised for circumstances outside of the researcher's control. The researcher and the supervisor(s) should consider any conditions placed on requests for Extensions of Candidature by Research Councils/sponsors and any penalty which may apply if funded researchers wish to extend their period of study. Information on standard maximum periods of registration can be found on the University's Doctoral College website.

7. Applications for Extension of Candidature may be approved for any one or a combination of the following reasons that impact significantly on the progress of a doctoral researcher's research activity:
- a period of persistent or lengthy illness (of more than 12 weeks) of their own and/or of their dependants, where it is in the best interests of the researcher to continue their studies rather than to interrupt their studies;
 - death of a close relative;
 - unforeseen events, such as the theft of equipment or the temporary unavailability of research facilities;
 - other problems beyond the control of the researcher (such as problems within the School/Department, or supervisory arrangements);
 - as a reasonable adjustment to support a doctoral researcher with a disability at the recommendation of a medical professional, a disability specialist or the University's professional support services;
 - equality issues which arise as a result of the doctoral researcher's protected characteristic(s) under the Equality Act 2010 and where there is a need for City to ensure the student is not disproportionately impacted as a result.
8. Where a doctoral researcher is unable to engage with their studies at all for a period, they should be referred to the University's Interruption of Studies (Research Degrees) policy.
9. No more than a maximum period of twelve months Extension of Candidature will normally be approved.
10. A doctoral researcher may only apply for an Extension of Candidature normally once they have transferred into their writing-up period; where a researcher requires further support with their research this should be provided in their initial period of registration where they can continue to receive support from their supervisors.
11. An application for Extension of Candidature must normally be submitted at least 3 months before the end of the maximum period of candidature. Approval of an extension of candidature will not normally be approved retrospectively save in exceptional circumstances where the researcher or department can provide a good reason for not disclosing circumstances sooner.
- A doctoral researcher should apply for an Extension of Candidature via the online system for doctoral researchers. The application must include an appropriate level of detail and evidence to support the researcher's application. Please note that Tooting doctoral researchers will continue to use their local processes until the student systems are aligned.
12. Applications for an Extension of Candidature will be approved by the Doctoral College Board of Studies upon recommendation from the doctoral researcher's supervisor, a Senior Tutor for Research and the School Research Degrees Programme Committee. If the Board of Studies does not consider that it has enough evidence to decide, further documentation can be requested from the researcher.
13. Doctoral researchers must continue to provide annual progress reports during any Extension of Candidature.
14. Doctoral researchers who fail to submit their thesis within the agreed extended period of candidature will be deemed to have withdrawn from the programme and their candidature will be regarded as having lapsed. A researcher will be advised in writing that their period

of candidature has lapsed and may be required to re-apply for admission to candidature before being permitted to continue their research.

15. Any adjustments made to a Student Visa holder's candidature must continue to satisfy the conditions set by the Home Office. Doctoral researchers who wish to apply for an Extension of Candidature are advised to contact the Visa Compliance Team for advice. During an Extension of Candidature, the attendance of the researcher will continue to be monitored in line with published guidance.

Policy Title	
Extension of Candidature Policy for Research Degrees	
Policy Enabling Owner and Department	Responsible for Implementation and Department
Doctoral College Board of Studies	Doctoral College Board of Studies School Research Degree Programme Committees
Approving Body	Date of Approval
Senate, upon recommendation from the Doctoral College Board of Studies	9 th of July 2025
Last Reviewed & Version	Review Due Date
13/05/2020 (Senate) 15/06/2012 (Education Committee) 22/04/2009 (APPSC)	July 2028
Publication of Policy (<i>tick as appropriate</i>)	
For public access online (internet)? x	For staff access only (intranet)?
Website Link: https://www.citystgeorges.ac.uk/about/governance/policies/doctoral-researcher-policies/_nocache	Intranet Link:
Storage of Policy (<i>Previous versions of the policy must be stored in the drive by the author</i>)	
Drive Address: CUoL – Doctoral College Documents	
Queries about this policy should be referred to	
doctoralcollege@citystgeorges.ac.uk	