

**Open-Oxford-Cambridge AHRC DTP**

Application Form to extend AHRC submission deadline

Use this application form to apply to the Open-Oxford-Cambridge AHRC Doctoral Training Partnership (OOC DTP) for an extension to your AHRC submission deadline. Please note that this process can only be used to apply for an extension of time; no additional funding can be sought via this process. This form is **not** for applications for stipend/deadline extensions to undertake a placement with an external organisation, and/or for extensions to stipend/deadline on the basis of research/training needs.

Summary

As an Open-Oxford-Cambridge AHRC DTP award holder, you are required by the Arts and Humanities Research Council to submit your thesis within the period of funding awarded to you. Extensions to AHRC submission deadlines are therefore usually only available in conjunction with extensions to studentship funding.

There are multiple opportunities throughout your PhD to apply for combined extensions to deadline and funding to allow for training, placements and research need (see [Extensions to Studentship Funding](https://www.oocdtp.ac.uk/extensions-studentship-funding)). Extensions to funding and deadline can also be granted via the UKRI sick leave policy, via the DTP’s [Covid-19 Extensions Policy](https://www.oocdtp.ac.uk/covid-19-advice-and-updates), and via the DTP’s maternity, paternity, parental and adoption leave policy.

Award holders are normally expected to apply for extensions to submission deadline and funding via these routes. The DTP recognises, however, that in certain *exceptional* circumstances students may need to apply for an extension to their AHRC deadline *without* a concomitant extension of AHRC funding.

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| **Grounds for Applying**  If you are within twelve months of the end of your registration period, and one of the following criteria pertain, you may apply for an extension to your AHRC submission deadline only: | |
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|  | * If you have secured other formal, time-limited, funding linked to your studies (for example, a remunerated visiting fellowship). * If you have secured other funding to support the uptake of a professional development opportunity that is allied to but not formally part of your doctoral research (for example, the opportunity to teach a particular course related to your research). * If you are a fees-only student who is not supported by the AHRC for the payment of their stipend. |
| **Please note:** | |
| * Implicit in the above is the assumption that you have secured additional non-AHRC funding to accompany any extension granted to your AHRC deadline. * The DTP recognises that there may, exceptionally, be students whose progress has been slower than anticipated owing to personal adversity which has not met the threshold for suspension of studies, nor been eligible for support under the UKRI sick leave policy. In such cases, award holders are advised to contact the DTP Manager ([manager@oocdtp.ac.uk](mailto:manager@oocdtp.ac.uk)) in the first instance, in order to investigate whether an unfunded but managed extension to their AHRC submission deadline may be warranted. | * Implicit in the above is the assumption that you have secured additional non-AHRC funding to accompany any extension granted to your AHRC deadline. * You will also be asked to confirm that you will continue to work on your thesis alongside the planned additional activities, and that a suspension of studies would not therefore be appropriate. * The DTP recognises that there may, exceptionally, be students whose progress has been slower than anticipated owing to personal adversity which has not met the threshold for suspension of studies, nor been eligible for support under the UKRI sick leave policy. In such cases, award holders are advised to contact the DTP Manager ([manager@oocdtp.ac.uk](mailto:manager@oocdtp.ac.uk)) in the first instance, in order to investigate whether an unfunded but managed extension to their AHRC submission deadline may be warranted.   accompany any extension granted to your AHRC deadline.   * You will also be asked to confirm that you will continue to work on your thesis alongside the planned additional activities, and that an suspension of studies would not therefore be appropriate. * The DTP recognises that there may, exceptionally, be students whose progress has been slower than anticipated owing to personal adversity which has not met the threshold for suspension of studies, nor been eligible for support under the UKRI sick leave policy. In such cases, award holders are advised to contact the DTP Manager ([manager@oocdtp.ac.uk](mailto:manager@oocdtp.ac.uk)) in the first instance, in order to investigate whether an unfunded but managed extension to their AHRC submission deadline may be warranted. |
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Completing and submitting the form

Please read the below Guidance Notes before completing the form. If you have specific questions that are not answered by the Notes, please contact the OOC DTP Manager on [manager@oocdtp.ac.uk](mailto:manager@oocdtp.ac.uk). Applicants should make a strong and evidence-based case for support which clearly articulates the reasons why the extension is requested.

# Guidance Notes

**Duration**

You may apply for an extension of up to six months, subject to a maximum registration period of four years in total, including prior extensions for placements, research training and research needs.

Note: Any extensions awarded to you under the UKRI scheme for Covid-19 support sit outside of the four-year maximum registration period, as do extensions granted on the basis of sick leave and maternity, paternity, parental and adoption leave.

**When To Apply**

Applications for extensions to AHRC studentship deadlines will be considered four times a year. You must apply for an extension ***prior to accepting*** the additional opportunity which necessitates the extension. The DTP recognises that, on occasion, short-notice opportunities may arise which require quick decisions. In such cases, you should contact the DTP Manager ([manager@oocdtp.ac.uk](mailto:manager@oocdtp.ac.uk)).

**How To Apply**

* You should apply using this AHRC Deadline Extension Application Form
* You should complete this form following discussion with your supervisor(s)
* Please supply full details of the rationale for an unfunded extension, giving details of the professional development opportunity which necessitates the extension. While you will not be asked for corroborating evidence at this stage, once your application has been reviewed the OOC DTP team may ask for confirmation of alternative sources of funding, or details of visiting fellowships/other opportunities.
* Once complete, please email the form to your supervisor, asking them to complete the supervisor statement and then return the form to [enquiries@oocdtp.ac.uk](mailto:enquiries@oocdtp.ac.uk).

**Award Decisions**

* Applications for extensions to AHRC submission deadlines will be considered four times a year by the DTP Director and members of the Management Board. Outcomes will normally be communicated four to six weeks later. Extensions to AHRC submission deadlines by this route are exceptional and, as such, not guaranteed. The DTP’s decision will be final.

1. **PERSONAL DETAILS**

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| **Name:** |  |
| **Email address:** |  |
| **Studentship start and end date:** |  |
| **Institution:** |  |
| **Department/Faculty/School:** |  |
| **Primary supervisor:** |  |
| **Additional extensions previously awarded by OOC DTP:** |  |

1. **APPLICATION DETAILS**

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| **Details of Extension Sought**  Provide details here on the length of unfunded extension sought, and the basis on which you seek this. Please refer to the above eligibility criteria to outline how you will be funded for the duration of the extension, and provide clear details here as to how your funding will be |
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**SUPPORTING MATERIALS**

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| **Accompanying Documents**  Please list any supporting statements or documents and ensure they are submitted together with your application. Please ask your supervisor and, if required, your department/faculty/school administrator to complete the supervisor and institutional approval sections in the appendix. |
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 Please submit your completed application by email to the DTP: manager@oocdtp.ac.uk

 By submitting the application form electronically by email the applicant confirms that its contents are true and correct.

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**APPENDIX: SUPERVISOR STATEMENT & INSTITUTIONAL APPROVAL**

Please send your completed application form to your supervisor, and ask them to complete the Supervisor Statement and return to you and/or the DTP.

In addition, please send your completed application form to your Department/Faculty/School administrator, and ask them to complete the Institutional Approval section and return to you and/or the DTP.

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| **Supervisor Statement**  Please confirm that you support the application outlined above.  Once completed, please return to your student for submission with their application. If you would prefer, or if easier, comments may be emailed directly to the DTP. | |
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| Student name: |  |
| Supervisor name: |  |
| Email address: |  |

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| **Institutional Approval**  Applications for extensions to studentship funding or for activity that will result in an interruption to study  require institutional approval. Please confirm that the Faculty/School/Department supports this application.  Once completed, please return to your student for submission with their application. If you would prefer, or if easier, comments may be emailed directly to the DTP. | |
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| Student name: |  |
| Approver name: |  |
| Approver position: |  |
| Email address: |  |

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