

Late Case Request Form

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| Student Name: | | CID: |
| Department: | | Supervisor: |
| Current submission deadline: | | First request for deadline extension? |
| Proposed new submission deadline: | |
| **Note**:  You are reminded that, should the request for a revised submission deadline be approved, the submission will nevertheless be recorded as “late” on the College’s formal record since the thesis will have been submitted after the end of the maximum period of study and thus the student will be a "non-submitter" as far as the College's Performance Indicators are concerned. | | |
| Please give detailed reasons why the deadline will not be/has not been met: | | |
| If the deadline has already been missed, please state why an extension was not sought before the deadline expired.  *If submission will be over a year late, please include statement from independent expert in the field confirming research is still novel and valid.* | | |
| Please provide statement from supervisor confirming how they will ensure the new deadline will be met, and that the student will have the necessary support in place to meet the new deadline. | | |
| Director of Postgraduate Studies supporting comments: | | | |
| Director of Postgraduate Studies Name: |  | | |
| Director of Postgraduate Studies Signature: |  | | |

Please send the completed form through to the Registry’s Research Degrees Team: [research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)