Procedure for Research students with major amendments who wish to request a visa sponsorship for a further period after the initial 3 months

Doctoral Research Office (DRO) to contact the student within 1 week of formal notification of Major Amendments from the Doctoral Examinations Officer.

Documentation to be supplied by the student:
A copy of Examiners’ Report giving details of the required corrections
The student should provide the above document to their School who will be asked to provide an academic judgement on the request.

DRO to send a form to the Supervisors asking them to provide an academic view on the request, if the student is intending to apply for additional time physically at the University.

Documentation supplied by the School:
a) Academic judgement on whether the student concerned should be permitted to remain in continuing physical attendance at the University for a further period
b) confirm that, should the request be approved by the Dean of Postgraduate Research Studies, the School will assume responsibility for monitoring the attendance of the student at a minimum frequency of once per week; they will be asked to supply the name of the academic member of staff who will be charged with this task.

The form must be signed by the Supervisor, Internal Examiner and School Director of Postgraduate Research Studies.

All documentation sent, via the DRO, to the Dean of Postgraduate Research Studies for consideration

The student will be informed by the DRO of the outcome of their request.

Where the decision is to approve the request, the DRO will issue a CAS or extend visa sponsorship, as appropriate

Where the decision is not to approve the request, then no CAS will be issued or visa sponsorship will be cancelled.

The entire process outlined above must be completed within 28 days of the student receiving formal notification of Major Amendments or the student will automatically be reported to the Home Office as no longer in attendance at the end of the initial 3 month period of Amendments.