

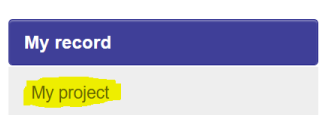
+4 guidance to requesting upgrade extension

If, after discussion with supervisors, you need extra time to complete your upgrade as a +4 student you should do the following

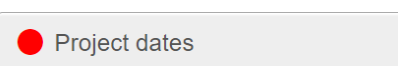
(Supervisors go to step 8)

Student

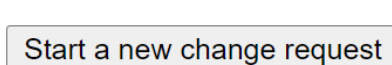
1. Log into PGR Manager <https://doctoral-research-system.open.ac.uk/> and go to your Project Page



2. Check your current upgrade deadline by clicking on Project Dates and checking the deadline listed under Upgrade.

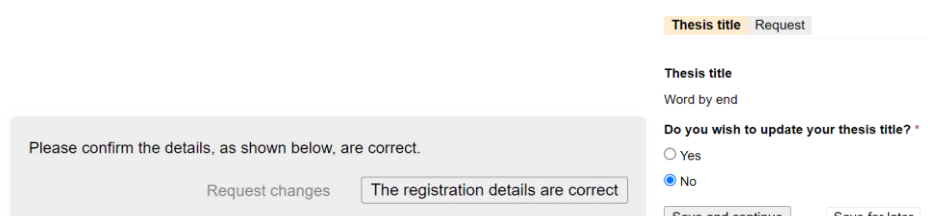


3. Go back to your project page and click on Change Requests then start new request, then extension to upgrade deadline.



Extension to Upgrade Deadline

4. Confirm project details and update thesis title if required

A screenshot of a form titled 'Thesis title' with a 'Request' tab. The form contains the text 'Please confirm the details, as shown below, are correct.' and two buttons: 'Request changes' and 'The registration details are correct'. Below this, there is a section for 'Thesis title' with a 'Word by end' label, a question 'Do you wish to update your thesis title? *' with radio buttons for 'Yes' and 'No' (selected), and two buttons: 'Save and continue' and 'Save for later'.

5. Fill in the Request tab. Put the requested deadline as the current deadline plus the amount of months you have decided on with your supervisor. Example, if current deadline is 30th June 2022 and you need 4 extra months put 30th October 2022.

In the text box, clearly state that you are a +4 student who requires additional time to complete upgrade. Provide details of what additional training you need and the discussions you had with your supervisor.

Attach your study plan and any other evidence to show what you will be doing during the additional time to complete upgrade.

Thesis title

Request

☒ I wish to request an extension to the deadline for completing upgrade.

Current deadline
12 Jul 2021


Requested deadline *

Please provide further details for the reason for the request *

I am a +4 student who requires 4 additional months to complete upgrade as I have identified additional training needs with my supervisor. I have attached my study plan. These training needs include a course

Please upload files in support of your application.
If your evidence is sensitive this can be submitted directly to the Research Degrees Team not uploaded here.

↑ Drag files here or [choose file...](#)

 Jane Doe study plan.docx ✕

- Send the study plan/timetable of the plan to complete your upgrade to your supervisor.
- Save and continue then confirm: submit to submit your request. This will go to your supervisor for comments, then to your Faculty Director of Research or Associate Dean of Research/Delegate. If your lead supervisor is not available, please let another supervisor on your team know you have submitted the request. You can send them a link to the request on PGR Manager by email. The Graduate School Director will then be required to approve the change. You will receive a notification once approved. You can track the request at any time by going to your change requests and clicking on the workflow for upgrade extension.

Supervisor

- As lead supervisor you will get an email notification and a task. If the lead supervisor is not available, another supervisor will need to go to the student project, into change requests and click on the upgrade extension request. They can then take over the task.
- Once in the workflow, check what the student has submitted by clicking on the 'Change request form' button

STATUS
Waiting for Supervisor to review
CURRENTLY WITH
Jerrome Burke
<input type="radio"/> Delegate this task
<input checked="" type="radio"/> Submit supervisor review
<input type="radio"/> Return to student
APPLICATION
Change request form

10. If anything needs updating, return the request to the student. If not, click 'Submit Supervisor Review' and fill out the form. You can re-attach what the student attached if there is no additional timetable.

Please highlight that this is a +4 student.

☒ I endorse this request


☐ I do not endorse this request

Please provide a supporting statement, detailing why the request is needed, the student's progress to date, the work required to complete upgrade, and attach a timetable for completion

+4 student. We have discussed training needs and how student will meet the deadline

Timetable *

↑ Drag files here or [choose file...](#)

 Jane Doe study plan.docx ✕

Notes

Save and continue

Save for later

11. Save and continue then confirm: submit. This will now go for Faculty endorsement then to the Graduate School for approval. You will be copied into the approval email to the student.