

**Doctorate Extension Scheme (DES)**

**Intention to Apply Form**

You are advised to read our DES guidance notes, available at [www.ntu.ac.uk/internationalsupport](http://www.ntu.ac.uk/internationalsupport) before completing this form.

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| **Personal details** | | | |
| First name (as written on passport) |  | Last name |  |
| NTU ID |  | Passport Number |  |
| Nationality |  | Email address |  |
| Course title |  | School of study (at NTU) |  |
| Current visa expiry date |  | Course end date (submission date of final thesis) |  |
| Do you currently have a Tier 4 student visa? If no, please indicate which visa you have. |  | | |
| Are you receiving any scholarships or bursaries from NTU?  If yes, please give details. |  | | |

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| If granted leave under the Doctorate Extension Scheme, how do you intend to use the twelve months after completion of your degree? Would you expect to spend most of this time in the UK? |  |

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| **Terms and Conditions of the Doctorate Extension Scheme** |
| **Applications for the scheme**  Students must notify the University of their intention to apply for DES by submitting this form up to three months before submission of their final thesis.  **Scheme duration**  The doctorate extension period begins on the day after the end date given on your CAS and ends 12 months later. It is not possible to alter these dates once they have been calculated.  **Contact with the University**  During the doctorate extension period you will be required to attend the University in person for monitoring purposes. This will be a total of three times and you will be advised when you need to attend by the Graduate School. When you attend, you will be required to:   * Confirm your contact details. * Confirm that you are still in the UK and participating in the scheme. * Confirm your current employment / entrepreneurial activities including the contact details of your employer.   Failure to attend in person for monitoring may result in the University notifying UK Visas and Immigration (UKVI) (see information on the University’s obligations).  **Your obligations**  During the term of the doctorate extension scheme you must agree to:   * Complete enrolment as you would for your course of study at the start of this scheme when you are requested to do so by the Graduate School. * Provide the University with your current contact details and notify the University within one week if any of these details change. * Respond to all communication from the University within two weeks. * Undertake any registration exercise that the University deems appropriate. * Provide the University, upon request, with copies of your passport, visa or any other immigration documents. * Not to breach the conditions of your visa. * Notify the University in advance if you decide to permanently leave the UK. * Notify the University within one week if your immigration status changes. * Notify the University if you take up permanent employment and provide the University with the contact details of your employer. * You will not seek ‘supervision’ from your PhD supervisors.   **The University's obligations**  The University will hold your personal and contact details on record and will pass these to other internal departments including the Employability Service as deemed necessary in connection with the scheme. The University will also pass these details to UKVI as appropriate, in connection with the scheme.  The University will notify UKVI if:   * You fail your degree or are awarded a lower degree. * You fail to respond to any contact by the University within two weeks. * The University believes that you are breaching the conditions of your visa. * Your immigration status changes. * You permanently leave the UK. * You are no longer participating in the scheme.   The University will cease sponsoring you if:   * The University becomes aware that you have breached any of the terms and conditions of the scheme. * You engage, or are believed to be engaging, in terrorism or criminal activity of any kind.   In addition to the normal Alumni benefits (see: [www.ntualumni.org.uk/](http://www.ntualumni.org.uk/)) and support through the Employability Service (see: [www.ntu.ac.uk/employability](http://www.ntu.ac.uk/employability)) you will also receive membership of the library.  Once you have completed your PhD successfully, you will no longer be a student of the University. Therefore, during the period of your Doctorate Extension, you will **not** be entitled to continued supervision from previous supervisors, or IT access. However, you will have access to your NTU email account. |

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| **Declaration** |
| I have read the International Student Support Service DES guidance notes and the NTU DES terms and conditions. I understand that it is my responsibility to:   * ensure I make my application within the appropriate timeframe. * that to be eligible for the Doctorate Extension Scheme I must have a valid Tier 4 visa until my award is made, and that it is my responsibility for ensuring that I renew this, if needed. * that I must adhere to my obligations as stated above. * I agree to the information in this form being used in accordance with the above terms and conditions.   **Please tick this box to confirm that you agree to the DES Terms and Conditions and the declaration above □**   |  |  | | --- | --- | | **Signed:** | **Date:** | |

Please submit this form by email to [int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk) and [gradschool@ntu.ac.uk](mailto:gradschool@ntu.ac.uk)

**Graduate School**

Nottingham Trent University

[Gradschool@ntu.ac.uk](mailto:Gradschool@ntu.ac.uk)

[www.ntu.ac.uk](http://www.ntu.ac.uk)

**International Student Support Service**

Nottingham Trent University

[Int.support@ntu.ac.uk](mailto:Int.support@ntu.ac.uk)

Tel: 0115 848 2631

[www.ntu.ac.uk/internationalsupport](http://www.ntu.ac.uk/internationalsupport)