**CHASE Placement: extension request form**

Please submit this form at least **1 month** before your requested extension would come into effect. **Please submit the form to the** [**CHASE administrative lead**](https://www.chase.ac.uk/institutionalcontacts) **at your institution.**

**Section 1 Your details**

Name: Click here to enter text.

Email address: Click here to enter text.

Student ID number: Click here to enter text.

Home institution: Choose an item.

**Section 2 Placement details**

Name of organisation (placement provider): Click here to enter text.

Supervisor at organisation: Click here to enter text.

Job title of supervisor at organisation: Click here to enter text.

Email address of supervisor: Click here to enter text.

Original placement start date: Click here to enter a date.

Original placement end date: Click here to enter a date.

Working pattern (e.g. full time / part time 2 days per week / part time 3 days per week): Click here to enter text.

**Section 3 Extension request**

Proposed new placement end date: Click here to enter a date.

Working pattern (e.g. as currently / new working pattern, with details): Click here to enter text.

Please outline (maximum one side A4) the reasons for the extension, the additional work to be carried out, and any additional training and development opportunities this extension will facilitate: Click here to enter text.

**Section 4 Confirmation**

Please confirm that this extension request is supported by your placement supervisor(s) and your PhD supervisors.

Placement supervisor signature and date (electronic acceptable):

PhD supervisor signature and date (electronic acceptable):

PhD supervisor signature and date: (electronic acceptable):

Thank you for completing your extension request. We aim to respond to your request with a decision within 2 weeks of receipt.

**Please submit your completed form to the** [**CHASE administrative lead**](https://www.chase.ac.uk/institutionalcontacts) **at your institution.**

If you have any questions about this form or your extension request please contact us: [training@chase.ac.uk](mailto:training@chase.ac.uk)