

Examples for LAHP leave-related extension applications

The below, fictitious examples show the level of detail we need to see on LAHP leave-related extension applications. Please don't provide fine details of your circumstances or condition and focus on the impact on your research progress and explain mitigation options discussed and attempted/implemented.

Example 1 (medical leave)

1. Impact on academic progress

I had to take a 3-week leave due to an unexpected medical emergency. This happened at a crucial time in my project, when I had in-person group interviews scheduled that would have formed the basis for my next chapter. Due to the time lost, I now have to reschedule these group interviews and this hinders my progress.

2. Mitigation options explored and implemented

My supervisor and I explored the option to run interviews remotely via MS Teams, that would have allowed for more flexibility in scheduling. However, due to the nature of my project and the interviews being group-based, this was not a viable option. In addition to this, I brought forward some of the planned literature review which did mitigate some of the lost time, but as I cannot proceed with my chapter without the interviews, does not make up for the time lost.

3. Justification for an extension request in light of the above two

Despite the mitigation attempt to bring the literature review forward, I require additional time to arrange interviews and make sufficient progress with the next chapter of my thesis.

Example 2 (jury duty)

1. Impact on academic progress

I attended 27 days jury duty in October and November 2025. This was full-time and meant that I was unable to work on my thesis in this time period.

2. Mitigation options explored and implemented

I am in the last year of my PhD. I spoke to my supervisor but revising my thesis at this stage to accommodate for this period of leave was not possible at this late stage. There were no viable mitigation options identified.

3. Justification for an extension request in light of the above two

As I am in the last year of my PhD, one month of not being able to work on my project had a significant impact on my progress and at this stage it is not possible to revise the project itself or change the plans

and planned outputs. I would appreciate an additional month to make up for the 27 days when I was unable to work on my thesis due to jury duty.

Example 3 (long term condition)

1. Impact on academic progress

I have a long-term condition that results in me not being able to work on all days. My statement of reasonable adjustments at my university clearly states that I might need to take time off periodically. I have been logging these days and they total to 56 working days in the 1 October 2025 – June 2026 period. Not being able to work all days and having to readjust after return resulted in me being slightly behind on my completion plan, that I agreed with my supervisor.

2. Mitigation options explored and implemented

I discussed mitigation options with my supervisor, including revising my project. We have already made adjustments in the past, for example reducing the number of case studies I work on. At this stage of my project, we could not identify any further mitigation options.

3. Justification for an extension request in light of the above two

My intermittent leave can be disruptive to my progress. My project has already been adjusted, and I need additional time to make up for the days taken, to be able to deliver my core project.

