

Dissertation Extension Email Blueprint (UK Students)

Why You Need This Blueprint? Missing your dissertation deadline is stressful. A well-written dissertation extension email demonstrates professionalism, responsibility, and planning, and significantly improves your chances of approval.

This blueprint gives you;

- Step-by-step guidance
- Ready-to-use email template
- Quick checklist for success

Step 1: Use a Professional Academic Format

Include the following details;

- Full Name and Student ID
- Degree Programme and University
- Dissertation Title (if confirmed)
- Original Submission Date
- Requested New Deadline

Tip: Keep the tone formal, calm, and factual. Avoid casual or emotional language.

Step 2: Explain Your Reason Clearly

1- Weak Example;

“I’m too stressed and cannot cope.”

2- Strong Example;

“Due to delays in obtaining ethical approval for participant responses, my data collection phase was postponed, affecting my dissertation timeline.”

Tip: Show control and clarity, not panic.

Step 3: Show Progress Already Made

Highlight work completed so far;

- Literature Review
- Methodology Chapter
- Data Collection (Underway / Completed)

Demonstrating progress reassures your supervisor and improves approval chances.

Step 4: Propose a Specific New Deadline

- Be realistic
- Keep it short, e.g.:

“I respectfully request a two-week extension, proposing a revised submission date of 20 March 2026.”

Sample Dissertation Extension Email

Subject: Request for Dissertation Deadline Extension

Dear [Supervisor's Name],

I hope you are well. I am writing to formally request a short extension for my dissertation titled **[Title]**, originally due on **[Original Date]**.

Due to **[brief reason]**, my research timeline was delayed. Substantial progress has been made, including **[mention completed work]**.

To ensure the dissertation meets academic standards, I respectfully request an extension until **[New Date]**. I am confident this additional time will allow me to complete the work to the required standard.

Thank you for your time and consideration.

Kind regards,

[Your Full Name]

Student ID: **[XXXX]**

Programme: **[Degree Name]**

How Long Can You Request an Extension?

Level	Typical Extension
Undergraduate	1–2 weeks
Master's	2–4 weeks
PhD	Case-by-case (formal approval required)

Tip: Only request the time you genuinely need. Longer requests require stronger justification.

Common Mistakes to Avoid

- Writing emotionally
- Sending after the original deadline
- Using generic templates without personalisation
- Requesting excessive time
- Ignoring university procedures

If Your Request Is Rejected

- Ask politely for feedback
- Revise your email and clarify your reasons
- Review appeal policies and mitigating circumstances
- Seek academic guidance early

Final Quick Checklist

- 1- Clear academic reason stated
- 2- Progress mentioned
- 3- Specific new deadline included
- 4- Formal, professional tone
- 5- Correct recipient confirmed
- 6- Sent before the original deadline

Download and Use

Use this blueprint as your **quick-reference guide** to write a professional dissertation extension email. Fill in the placeholders, follow the steps, and increase your chances of approval.