

Student
Services

International Student Support



UNIVERSITY OF THE
WEST of SCOTLAND

UWS

DOCTORATE EXTENSION SCHEME (DES)

Guidance for UWS International Students

What is the Doctorate Extension Scheme?

The Doctorate Extension Scheme (DES) is a sponsored scheme aimed at Tier 4 students nearing completion of the doctorate award (e.g. PhD, DBA) within the UK (research Master's degrees are not acceptable). The DES visa gives graduates an extra 12 months to look for and start work in the UK or gain practical work experience within their area of expertise.

DES eligibility requirements

- studying for a PhD qualification or a doctorate qualification such as a DBA
- be in the UK (you can only apply for this scheme in the UK)
- have a current (valid) Tier 4 (General) student visa
- have paid your tuition fees in full and have a satisfactory payment record
- whilst studying, have satisfactory engagement and attendance
- apply for the DES before your PhD/DBA is awarded
- meet general Tier 4 requirements

The Doctoral College (PGR@uws.ac.uk)

1. Declare your interest in DES to the Doctoral College
2. You should send your documents to the Doctoral College
3. Once all documents have been received, the Doctoral College will advise the Admissions Team of your new end date for your DES CAS and request for this to be processed

International Student Support

(Internationaladvice@uws.ac.uk)

1. Offer guidance and advice on the DES and Tier 4 visa process
2. Check the Tier 4 application and required documents (prior to it being submitted to UKVI)

How do you get a CAS to apply for DES?

You will need a new CAS to apply for DES. If you meet the eligibility requirements above, please follow the steps below:

1. Once you know the date of your viva, email pgr@uws.ac.uk with the subject header 'Expression of Interest DES'.
2. Prepare maintenance requirements (bank statements) to show you meet the DES maintenance requirements. See opposite for the amount you need show (per applicant). The total funds need to be held in a bank account for a consecutive 28 day period, and bank statements must not be more than 31 days old, from the date of your application. You can use money held in an account owned by you or your parents/ legal guardian.
3. If you currently (or have in the past 12 months) received official financial sponsorship from a government or international scholarship agency, you must obtain permission from your sponsor to apply for the Doctorate Extension Scheme.
4. After you have had your viva, request and complete the Doctoral College DES application form. Return this form to the Doctoral College in order to be considered for the DES.
5. Your expected (PhD/DBA) end date is often very difficult to know in advance and cannot be set until after you have had your viva. After your viva, it will become clear how much further work and time is required before your doctorate will be awarded.

DES Maintenance Amounts

Scottish Campus

Student
£2030

Dependant
£1360

London Campus

Student
£2530

Dependant
£1690

6. If you have corrections you will normally be required to have these corrections approved before you will be issued with a CAS for your DES application. As an indication, minor corrections can take up to 3 months and major corrections can take up to 6 months to submit and you need to allow time for marking.
7. If you are unable to get a CAS for your DES application before your visa expires, you will need to apply for a **Tier 4 academic extension**, and postpone applying for the DES, until your corrections have been submitted. Please note that the maintenance requirements are higher for a Tier 4 academic extension. If you are unsure if you will be able to apply for DES in time, we recommend you prepare the higher maintenance amount.
8. Once you have submitted all your required documentation for your DES application, please pay the £21 CAS fee, payable online at: <http://shop.uws.ac.uk>
9. Once all required documents have been submitted, the International Student Support Team and Doctoral College will meet to approve DES applications. Once approved, this will be passed to the Admissions Team. **This process takes between 2-4 weeks.**
10. You should be prepared to apply for DES very soon after you have received your CAS, you must apply for the DES before the end date on this CAS. Your PhD/DBA will be officially awarded shortly after this end date.



How do you apply for the Tier 4 (General) DES visa?

Once you have your CAS for your DES application, **we recommend you book an appointment with an International Student Adviser**, to ensure you complete the DES application correctly. You can contact us using the contact details at the end of this Guide.

It is only possible to apply from within the UK whilst you still have a valid Tier 4 visa.

You can apply online using the **Tier 4 (General) application form**. Scroll down to and click 'apply online' then 'Apply now'. Halfway through the application form you will be asked if you are applying for the Doctorate Extension Scheme, answer 'Yes'. For further information on completing this form, please refer to our **Tier 4 Student Visa Guide**.

Documents Required for Tier 4 (General) Visa - DES

- Valid passport and valid BRP
- Evidence of maintenance requirements
- Letter of permission from official financial sponsor (if you are currently, or have in the past 12 months, received financial sponsorship from a government or international scholarship agency)
- Your CAS
- ATAS Certificate (only if you previously held an ATAS Certificate AND if the end date on your new CAS for the DES is 3 months more than the end date on your previous CAS)
- Your Police Registration Certificate (if applicable)

The above documents are correct at the time of going to print, please check your required documents with the **Tier 4 Policy Guidance**.

When do the 12 months start?

You will be granted Tier 4 immigration permission for a period of 12 months from the expected end date on your CAS for your DES application.

When can you start work?

Once you have submitted your DES application, you can work full-time before being granted your DES visa if you have successfully completed your PhD/DBA and have received confirmation of your award.

What kind of work can you do?

Applicants are encouraged to find work in their area of expertise. You can be self-employed and develop business plans as an entrepreneur. The only restrictions are that you cannot work as a doctor or dentist in training, or as a professional sportsperson or sports coach. You must intend to spend most of the 12 months in the UK working or looking for work. It is not possible to extend your DES visa beyond the 12 months. If you wish to work longer in the UK, please research other available immigration options. Visit the **UKCISA website** for a helpful overview.



Contact with Doctoral College

As part of the DES visa conditions, you will adhere to an agreed contract with the Doctoral College for maintaining contact with the school. You need to be available for at least 3 contacts with UWS during the 12 month period of your Tier 4 DES visa.

Further DES information

Tier 4 Policy Guidance | UKCISA (UK Council for International Student Affairs)

International Student Support Team contact details

To find out more about applying for the Doctorate Extension Scheme – please contact the International Student Support Team (ISST):

E-mail:

internationaladvice@uws.ac.uk

Appointments:

At the Hub on Paisley Campus
/London Admin Desk on
London Campus. To Book an
appointment, phone 0141 848
3800.

Quick Questions is usually
available Monday – Friday during
term time at Paisley Campus
from 1–2pm in the Hub. Tuesday
and Thursday, 1–3pm on London
Campus in the Library.

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