

**GRADUATE SCHOOL**  
**Research Postgraduate Programmes**  
**Request for Extension of Studies**

I. Student Particulars (* delete where appropriate)						
Name: _____		Student No.: _____		Department: _____		
Phone No.: _____		Study Commencement Date: _____				
Principal Supervisor (PS): _____		Programme: <u>MPhil/PhD*</u>		Mode of Study: <u>FT/PT*</u>		
II. Extension of Study						
Please click “√” the appropriate option						
<input type="checkbox"/> 3-month extension			<input type="checkbox"/> 6-month extension			
Extension Period: _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)						
Reason(s) to apply for extension (Please attach a study plan, duly endorsed by your Principal Supervisor, during your extension period):						
Note: For any extension beyond the maximum study period (i.e. 24 months from the expiry of the normal study period), in addition to the reason(s) provided above, justifications <u>MUST be provided by the Principal Supervisor, to be endorsed by the Department Head and Faculty/School Dean, on a separate sheet.</u>						
III. Student Declaration						
I have read and understood the explanatory notes before proceeding to fill out this application form.						
Student's Signature				Date		
IV. Recommendation and Endorsement						
We endorse the above request and confirm that it has no adverse academic and resource implications to the University.						
Principal Supervisor	Name		Signature		Date	
Department Head	Name		Signature		Date	
Faculty/School Dean	Name		Signature		Date	
V. Approval						
Graduate School	Signature		Date			
<b>Explanatory Notes</b> Students who have not completed their studies within the normal study period should apply for extension <u>at least one month before the study period lapses</u> . Normally, an extension period of 3 or 6 months is granted each time. (Under exceptional circumstances, an extension period of 12 months will be granted upon strong justification from the student's Principal Supervisor.)						