



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

Dear Student

Date:

## **APPLICATION FOR EXTENSION OF STUDY PERIOD**

Our records indicate that you have not submitted your dissertation or thesis for examination purposes. The maximum number of years within which you could complete your specific qualification has also been exceeded.

In the event that you would wish to apply for an extension of your studies, please note that this must be done in conjunction with G39.8(8.2) for master's students and G50.1(1.8) (b) for doctoral students, which refers to the fact that the re-registration of a student is conditional on satisfactory progress in the first year.

It is of utmost importance that you are aware that students who are not registered for an academic year are not allowed to communicate with their supervisors or continue to access facilities at the relevant campuses.

After consulting with your supervisor and you wish to apply for an extension of your studies, take note of the following regulations regarding the renewal of registration for master's and doctoral programmes:

### **G32.2(2.1) Master's programmes:**

Renewal of registration after the two-year period is permitted only in exceptional circumstances in which case the dean, on recommendation of the head of department and the research and/or postgraduate committee of the faculty, may approve a limited fixed extension of this period in accordance with the relevant procedures.

### **G44.2 Doctoral programmes:**

Subject to other faculty regulations, a student for a doctoral degree must complete his or her studies within three years after first registering for the degree. Under special circumstances, the dean, on the recommendation of the research and/or postgraduate committee of the faculty, may give approval for a limited fixed extension of this period.

To apply for an extension of your studies, download the applicable form, complete it with the required information and submit the form with supporting documentation to your Faculty Student Administration office not later than **15 January** of the year of registration.

Include a Gantt chart/projected timeline that provides the relevant detail of how you, as the student, will ensure the completion of your degree in the one additional year requested in this application. If a timeline is submitted, it should clearly indicate the objectives achieved as well as the activities still to be completed in the one additional year.

## APPLICATION FOR EXTENSION OF STUDY PERIOD

Master's and Doctoral studies		
Student number		
Initials and surname		
Title ( <i>Mr/Mrs/Ms</i> )		
Email address		
Mobile phone nr		
Degree and programme		
Ethics clearance number		
Date of first registration ( <i>month/year</i> )		
Year of study for current degree		
<b>Student:</b> Attach Letter of motivation and Gantt chart/Projected timeline to submission* <b>No application will be considered without this documentation.</b>		
Planned date of completion		
Signature		
Date		
<b>Supervisor/s:</b> (Indicate if online milestone dates must be amended within the maximum period of one additional year)		
Comments (Mention any special/extenuating circumstances)	Progress acceptable:	
	Reason for concern:	
	No communication:	
	**Part-time:	
Planned date of completion		
Name	Signature	Date
<b>Head of Department</b>		
Comments/Recommendation		
Name	Signature	Date
<b>Dean</b>		
Decision		
Name	Signature	Date

\*The Gantt chart should clearly detail how the student will ensure completion of his/her degree in the one additional year as requested in this application. If a timeline is submitted, it should clearly indicate objectives achieved as well as the activities to be completed in the one additional year.

\*\*Please note that no official concessions exist for part-time students, as per Faculty regulations.