



APPLICATION FOR EXTENSION OF STUDIES
The supervisor is requested to complete this form electronically

Higher Degrees Policy on Administrative Structures and Procedures state:

4.1 Irrespective of full or part-time enrolment, the minimum formal registration period for a master's degree is 12 months (one academic year) and for a doctoral degree 24 months. In each case these periods run from the start of the semester of first registration for the degree to the day on which the student submits the final version of the minor dissertation, dissertation or thesis to the faculty for assessment.

4.2 Table 1 stipulates the minimum and maximum periods of enrolment for full- time and part-time master's and doctoral study.

Time period		Masters studies	Doctoral studies
Full-time study	Minimum time	12 months	24 months
	Maximum time	24 months	48 months
Part-time study	Minimum time	12 months	24 months
	Maximum time	36 months	60 months

4.3 Extensions to the periods stipulated above require a recommendation by the supervisor and HoD and approval by the FHDC and Executive Dean. Extensions will only be granted in exceptional circumstances and will in general be limited to 12 months for a master's study and 24 months for a doctoral study.

4.4 Where professional bodies stipulate periods of enrolment for degrees that differ from those outlined here, faculties may adjust formal enrolment periods accordingly; such adjustments shall be approved by Senate.

4.5 If medical or other acceptable reasons exist for putting a study in abeyance faculties (through their FHDCs) may grant such a request for a stipulated period of time, provided that the request by the student is supported by a medical certificate to this effect, as issued by a registered physician, or other applicable documentary proof to substantiate the request. (For an application for an abeyance in study requires of you to complete the associated form).

Section A: Student and registration details										
Faculty								Date		
Student name										
Student number										
Approved title <i>(Sentence case)</i>										
Degree <i>Tick relevant block</i>	Doctoral Thesis		MEd Dissertation		MEd Minor Dissertation					
Date of first registration for the degree						Ethics clearance number				

Section B: Supervisor and HOD approval			
Supervisor name and surname			
Supervisor declaration	As supervisor I declare that the candidate has, provided me with the necessary information to support the application.		
Signature		Date	
Supervisor comments			
Co-supervisor 1 name and surname		Co-supervisor 2 (if applicable) Name and surname	
Signature		Signature	
Date		Date	
HOD name			
Signature		Date	
HOD comments			

SECTION C: Faculty Approval		
Decision and comments		
Initial and surname of FHDC Chairperson	Signature	Date
M Ndlovu		
Initial and surname of Dean	Signature	Date
S Gravett		

Attach the following documents to this application:

Supervisor:

1. A signed motivation letter for the application from the student.
2. A supervisor's signed motivation letter for supporting the application.
3. A progress report by the supervisor indicating the progress made to date.

FHDC secretariat:

1. The student's global academic record