

EXTENSIONS POLICY

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Policy:

1. Period of extensions allowed

Candidature and Scholarships

All requests for extensions are considered for a three month period for full-time students, and pro-rata for part-time students, and will not be recommended by the Committee unless extenuating circumstances prevail over which students have no control. In such cases procedures outlined below in 2. (i) – (iii) must be followed.

Further extension beyond the initial time will only be awarded where students are able to demonstrate that substantial progress towards submission of their thesis has been made since their last extension and that without additional time and/or scholarship support, they would endure hardship and be unable to complete the thesis.

Procedures:

2. Applications for Extensions

Applications for extensions must include:

- (i) a strong case which is endorsed by the Principal Supervisor, Head of School and Executive Dean;
- (ii) a statement from the Supervisor which includes an evaluation of student progress to date and anticipated outcome of the extension if granted; and importantly,
- (iii) the student must provide a time schedule detailing activities from the start of the extension to submission.

The application must then be forwarded to the Secretary, Higher Degree Research Committee.