**TE KAUPEKA AKO | FACULTY OF EDUCATION**

Application for an Academic Extension:

Masters Thesis

**IMPORTANT NOTES**

1. Before applying for an extension please first discuss the matter with your supervisors.
2. This application does not extend your enrolment. Please contact Student Services to discuss your enrolment and fee obligations.
3. **If you are granted an extension to your thesis submission date, you will be liable for any additional fees for the period of the extension. You must ensure that your enrolment is kept up-to-date. You will need to enrol on your thesis anniversary date, regardless of any extensions that you might have been granted.**
4. Granting of an academic extension does not also create an extension to any scholarship you may be receiving. Applications for extensions of scholarships must be made separately to the scholarship granting agency.
5. This application may affect your StudyLink support entitlements. Students should discuss any changes to their enrolment with StudyLink.

**SECTION A – STUDENT TO COMPLETE**

|  |  |  |  |
| --- | --- | --- | --- |
| Student name: |  | Student ID: |  |
| Email: |  | Degree: |  |
| Senior Supervisor: |  | Thesis start date: |  |
| Topic: |  | Scholarship recipient? | [ ]  Yes [ ]  No |
| Extension details |
| Current due date |  | Requested due date |  |
| Reason for extension |
|  |
| Signature: |  | Date: |  |

**SECTION B: SUPERVISOR TO COMPLETE**

|  |
| --- |
| Supervisor comments |
|  | Supported?[ ]  Yes [ ]  No |
| Signature: |  | Date: |  |

**SECTION C: HEAD OF SCHOOL (OR DELEGATE) TO COMPLETE**

|  |
| --- |
| HOS comments |
|  | Supported?[ ]  Yes [ ]  No |
| Signature: |  | Date: |  |

**SECTION D: DEAN TO COMPLETE**

|  |
| --- |
| Dean comments |
|  | Supported?[ ]  Yes [ ]  No |
| Signature: |  | Date: |  |

**PLEASE FORWARD THE COMPLETED FORM ALONG WITH ANY SUPPORTING DOCUMENTS (IF APPLICABLE) TO:** EducationPGThesisAdmin@canterbury.ac.nz

**SECTION E: ADMINISTRATION**

|  |  |
| --- | --- |
| Initial submission date |  |
| New submission date |  |
| Eligibility for honours |  |
| Next Progress Report due |  |
| Information updated on SMS and notification sent to student, supervisors, HOS, thesis enrolment |  |
| Deans Resolution (example): |
| The Associate Dean Academic of Education has resolved that:The application **[Name]**, **[UC ID:]** for an extension to the timeframe to complete the **[qualification]** has been approved/declined, Associate Dean Academic, \_\_\_\_\_\_\_\_\_\_\_\_, **[Date approved]**. The new submission date is **[New date]**.  |