

## Application for an Extension of the Study Period (SGS03)

### Notes:

(1) Students who are under the current study period structure are required to complete their studies within the stipulated study period. Those who have special grounds for being unable to comply with the above may submit an application for an extension of their study period (irrespective of the student's mode of study) before their original study period expires.

- **First extension of 12 months**
- **Second extension up to 12 months**
- **Third extension up to 6 months**

Failure to complete the study by the end of the third extension will lead to termination of study unless there are truly extenuating circumstances.

- (2) For on-campus housing, priority would be given to eligible research students who are studying within their normal study period. Students who cannot complete their study on time would be put on waiting list until all eligible applicants have been processed and a surcharge of 25% would be levied on all out-time students.
- (3) For students under Mainland Collaboration Schemes during study extension period, no accommodation would be provided by the University and no office space would be provided by SGS.

### Section A Personal Particulars (\* please delete as appropriate)

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_  
 Department/School: \_\_\_\_\_ Programme: MPhil/PhD\*  
 Commencement Date: \_\_\_\_\_ Mode of Study: FT/PT\*  
 (Max.) Study Period End Date: \_\_\_\_\_ Contact Phone No.: \_\_\_\_\_  
 Are you a Hong Kong PhD Fellowship recipient?  No  Yes

### Section B Details of Application (please tick as appropriate)

- (1)  First Extension of 12 months from \_\_\_ / \_\_\_ / \_\_\_ (dd/mm/yyyy).  
 Second Extension (up to 12 months) from \_\_\_ / \_\_\_ / \_\_\_ (dd/mm/yyyy) to \_\_\_ / \_\_\_ / \_\_\_ (dd/mm/yyyy).  
 Third Extension (up to 6 months) from \_\_\_ / \_\_\_ / \_\_\_ (dd/mm/yyyy) to \_\_\_ / \_\_\_ / \_\_\_ (dd/mm/yyyy).  
 Others \_\_\_\_\_
- (2) During the extended candidature, (please tick as appropriate)  
 I will continue my study in full-time mode.  
 I will continue my study in part-time mode  
 I will apply for a change to part-time mode of study as I will be employed by my supervisor as a research assistant in Hong Kong. (Form SGS02 "Change of Study Mode" is attached.)
- (3) Reasons for not being able to complete study within the stipulated/extended study period and justification for an (further) extension of the study period (please attach relevant documents, if any, to support your application):

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- (4) Study progress made (such as, collection of data, drafting of thesis, publication of papers, etc.) since the last submission of Qualifying/Annual Progress Report:

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(5) Study plan for completing my study within the proposed extension period (please attach a schedule for writing up your thesis, and a copy of your draft thesis to support your application):

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\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Please forward the form to your supervisor for recommendation.**

**Section C Recommendation of the Supervisor (\* Please delete as appropriate)**

*For application of a THIRD EXTENSION, only exceptional case should be considered, and the School/Department concerned is required to form an independent panel to review the application. Supervisors who have a research student with prolonged study period and failing to complete the studies by the end of the second extension of candidature may be barred from admitting new research students for one year. Strong justifications should be provided for CRDC's consideration.*

I support/do not support\* the student's application.

(1) Comments on the student's study progress since the last submission of Qualifying/Annual Progress Report.

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(2) The frequency and duration of meetings with the student:

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(3) Comment on the student's study plan for completing study within the proposed extension period given above, and assess on whether he/she will complete the study by the proposed extension end date:

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\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**For students under the Mainland Collaboration Schemes, please ask supervisor of the partner university to complete the following part:**

I support / do not support\* the student's application.

\_\_\_\_\_  
Supervisor, Home Institution in the Mainland

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Section D Endorsement by the Department Head/SGSC Chair (\*Please delete as appropriate)**

For application of a *THIRD EXTENSION*, only exceptional case should be considered. The School/Department concerned is required to form an independent panel to review the application and the independent panel's report on the case is required for CRDC's recommendation.

I *support / do not support*\* the recommendation of the supervisor. For supported case of a third extension, the independent panel's report is attached.

Comments: \_\_\_\_\_

Please contact: \_\_\_\_\_ (Ext. no) \_\_\_\_\_ in case further information is needed.

\_\_\_\_\_  
Signature of Department Head/SGSC Chair

\_\_\_\_\_  
Date

**Please forward the form to the CGSC Chair/School Dean for endorsement/approval.**

**Section E Recommendation of the CGSC Chair/School Dean (\*please delete as appropriate)**

For any queries or additional information, please contact the departmental/school contact person provided above. Not applicable to EG & SI for the first extension, as the approval authority has been delegated to Head of Department.

I *endorse / do not endorse*\* the above recommendation.

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Signature of CGSC Chair/School Dean

\_\_\_\_\_  
Date

**Please forward the form to SGS for record.**

**Section F Approval of Committee on Research Degrees Candidature (CRDC)**

The CRDC's approval is required when students who are applying for an extension of study period exceeding 12 months or beyond the 2<sup>nd</sup> extended study period with truly extenuating circumstances. The research supervisor may be barred from admitting new research student for one year if ineffective research supervision is one of the causes leading to prolonged study period of the student.

I *approve / do not approve*\* the student's extension of study period in the above case.

The research supervisor *will / will not*\* be barred from admitting new research student for one year.

Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of Deputy CRDC Chair

\_\_\_\_\_  
Date

I *approve / do not approve*\* the above recommendation.

Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of CRDC Chair

\_\_\_\_\_  
Date

For Office Use: Remarks

Update IM hold in Banner to end of candidature and reason as "Extended candidature (NL-PT)":  Yes  NA

Self-financing student?  No  Yes

By: \_\_\_\_\_ Date: \_\_\_\_\_