

Inquire,
Inspire
and
Innovate

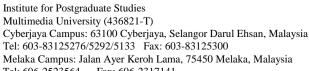
## INSTITUTE FOR POSTGRADUATE STUDIES

## POSTGRADUATE PROGRAMME

## APPLICATION FOR EXTENSION OF CANDIDATURE

- 1. The candidate must submit the application for extension of candidature at least SIX months in advance (for Structure A) and THREE months in advance (for Structure B and C) to the Faculty.
- 2. The extension of candidature is only for the completion of the thesis/dissertation/project.
- 3. The candidate is required to submit the application form with the progress report and Gantt chart of the thesis writing plan (for Structure A and B).
- 4. The progress report and thesis writing plan must be verified by the Supervisors.
- 5. The candidate is required to obtain the recommendation from the Supervisors.
- 6. The extension shall be SIX or TWELVE months (for Structure A) and by semester term (for Structure B and C). The extension is allowed for a maximum of TWELVE months for a candidate.
- 7. The payment of the extension of candidature fee is payable upon approval of the duration by Senate.
- 8. If a candidate is given an extension of TWELVE months, he/she must submit a draft of the thesis SIX months before the due date (for Structure A).
- 9. Any second extension/above must be submitted together with the draft of the thesis (for Structure A).

PART I: TO BE COMPLETED BY THE CANDIDATE (Please circle the relevant)					
FULL NAME:	ID NUMBER:				
PROGRAMME: <u>For Structure A</u> : M.Phil. (Mgmt.) / M.Eng.Sc. / M.Sc. (I.T.) / M.Sc. (C.M.) Ph.D. (Mgmt.) / Ph.D. (Eng.) / Ph.D. (I.T.) / Ph.D. (C.M.)	FACULTY: FOE/ FCI/ FCM/ FOM/ GSM/ FET/ FIST/ FOB				
For Structure B & C : M.Eng (Tele) / M.Eng (Micro) / M.Eng (Photonics) / M.Eng (Embedded System) / M.Eng(Advance Manufacturing Mgmt.) / MBA / DBA / MKM with Multimedia / MKM (E-Learning Tech.) / M.IT (Multimedia Comp.) / M.Comp.Sc. / M.IT (Info. Sys)					
CAMPUS: CYBERJAYA/MELAKA/PSDC/OTHERS	NATIONALITY:				
MODE OF STUDY: FULL TIME/ PART TIME	GENDER: MALE/FEMALE				
DATE OF INITIAL REGISTRATION:// dd mm yr	END OF CANDIDATURE:/dd mm yr				
TITLE OF THESIS/DISSERTATION/PROJECT:					
1st / 2nd / 3rd /th EXTENSION					
EXTENSION PERIOD APPLIED FROM:// TO:// dd mm yr dd mm yr	DURATION OF EXTENSION: MONTHS				
REASON FOR EXTENSION:					



Tel: 606-2523564 Fax: 606-2317141 Url: http://www.mmu.edu.my



PREVIOL	JSLY APPROVED E	XTENSION (If any)	):		
NO.	FROM (DATE)	TO (DATE)	DURATION (MONTHS)	REASON	
SIGNATURE OF CANDIDATE: DATE:/ dd mm yr					
PART II (	for Structure A onl	y): RECOMMENDA	ATION FROM SUPERVISO	R AND CO-SUPERVISOR (Kindly tick the appropriate)	
SUPERV	<u>ISOR</u>				
	RECOMMENDE		NOT RECOMMENDED		
SUPERV	ISOR'S COMMENTS	S (If any):			
NAME OF	SUPERVISOR:		SIGNATU	RE AND OFFICIAL STAMP:	
DATE:					
CO-SUPE	EDVISOD				
CO-30FI	1		NOT DECOMMENDED		
	RECOMMENDED		NOT RECOMMENDED		
CO-SUPERVISOR'S COMMENTS (If any):					
NAME OF CO-SUPERVISOR: SIGNATURE AND OFFICAL STAMP:					
DATE:					
PART III:	FOR FACULTY US	E			
Received and Verified by Faculty Manager/Assistant Manager:-					
NAME: _			SIGNATUR	RE AND OFFICIAL STAMP:	
DATE:					
Date of F	aculty R&D Committ	ee meeting:/_ dd m			

PART IV - PAYMENT OF THE EXTENSION OF CANDIDATURE For I confirm that I have received the extension of candidature fee of:  * RM500.00 (up to six (6) months)  Endorsed by:	EE - To be completed by the Finance Division.  * RM1,000.00 (up to twelve (12) months)
Name:	Signature:
Designation:	Date:
PART IV: FOR INSTITUTE FOR POSTGRADUATE STUDIES USE Received and Verified by IPS Manager:-  NAME:	SIGNATURE AND OFFICIAL STAMP:
DATE:	

## Note:

- (1) The Faculty shall send the form to IPS after the Faculty R&D Committee Meeting.
- (2) The Senate shall consider the application for extension of candidature upon the recommendation from the Faculty R&D Committee through the Board of Postgraduate Studies.