

POSTGRADUATE PROGRAMME

APPEAL FOR EXTENSION OF FINAL THESIS SUBMISSION (for Structure A only)

Note to candidate:

This form and all the relevant supporting documents must be submitted to IPS at least **FOUR (4)** weeks before the submission deadline. Please note that only **ONE (1)** appeal application per applicant will be considered. Additional appeals beyond the first submission will not be accepted.

PART I: CANDIDATE'S DETAILS – To be completed by the candidate

FULL NAME:		STUDENT ID:	
PROGRAMME:		FACULTY:	
MODE OF STUDY:		NATIONALITY:	
PERSONAL EMAIL:		MOBILE PHONE NO.:	
DATE OF LETTER OF AMENDMENTS:		GIVEN DURATION: (Refer to the letter of amendments)	
RECOMMENDATION BY BOE:	<input type="checkbox"/> Accepted with Minor Modification <input type="checkbox"/> Accepted with Major Modification	EXPECTED THESIS SUBMISSION DATE: (Calculate based on the amendment letter)	
APPROVED THESIS TITLE:			

PART II: EXTENSION DETAIL AND JUSTIFICATION - To be completed by the candidate

MONTHS OF EXTENSION NEEDED:	_____ months Note: An extension of up to one month requires only the approval of the Dean of IPS. If the requested extension exceeds one month , it must be recommended by the Appeal Committee and approved by the University Senate.
REASONS / JUSTIFICATION:	

Attach a separate sheet if necessary

INSTITUTE FOR POSTGRADUATE STUDIES

RELEVANT SUPPORTING DOCUMENTS:	<div style="margin-bottom: 5px;">(1) _____</div> <div style="margin-bottom: 5px;">(2) _____</div> <div style="margin-bottom: 5px;">(3) _____</div> <div style="margin-bottom: 5px;">(4) _____</div> <div style="margin-bottom: 5px;">(5) _____</div> <p>Note: Kindly also attach the relevant supporting documents with this form (if any).</p>
<p>I declare that all information provided is accurate. Furthermore, I commit to submitting the final thesis within the extension period I have applied for.</p> <p>SIGNATURE OF CANDIDATE: _____ DATE (dd/mm/yy): ____/____/____</p>	
PART III: INSTITUTE FOR POSTGRADUATE STUDIES OFFICE USE	
<p>Received and Verified by IPS Manager/Assistant Manager: -</p> <p>SIGNATURE AND OFFICIAL STAMP: _____ DATE OF RECEIVED (dd/mm/yy): ____/____/____</p>	
PART VI: APPROVAL BY IPS DEAN / APPEAL COMMITTEE	
<p>DECISION BY IPS DEAN / APPEAL COMMITTEE:</p> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;"> <input style="width: 40px; height: 25px; border: 1px solid black;" type="checkbox"/> <p>APPROVED</p> </div> <div style="text-align: center;"> <input style="width: 40px; height: 25px; border: 1px solid black;" type="checkbox"/> <p>NOT APPROVED</p> </div> </div> <p>SIGNATURE AND OFFICIAL STAMP: _____ DATE (dd/mm/yy): ____/____/____</p>	
New Submission Deadline:	