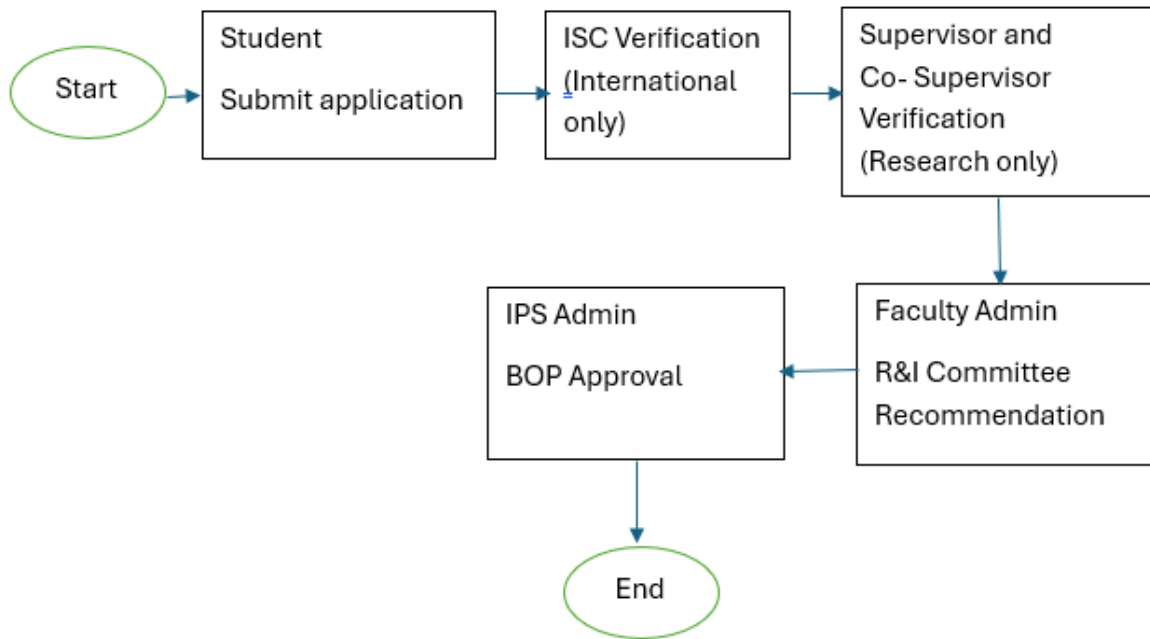# Apply for Extension of Candidature– PG

*For Structure A (Research) students, Process will notify students who fall under below criteria*

1. *Reminder 1: send reminders to students 6 months before final submission date*
2. *Reminder 2: send reminders to students 3 months before final submission date*
3. *Reminder 3: send reminders to students 1 months before final submission date*
4. *Reminder 4: send reminders to students 15 days before final submission date*
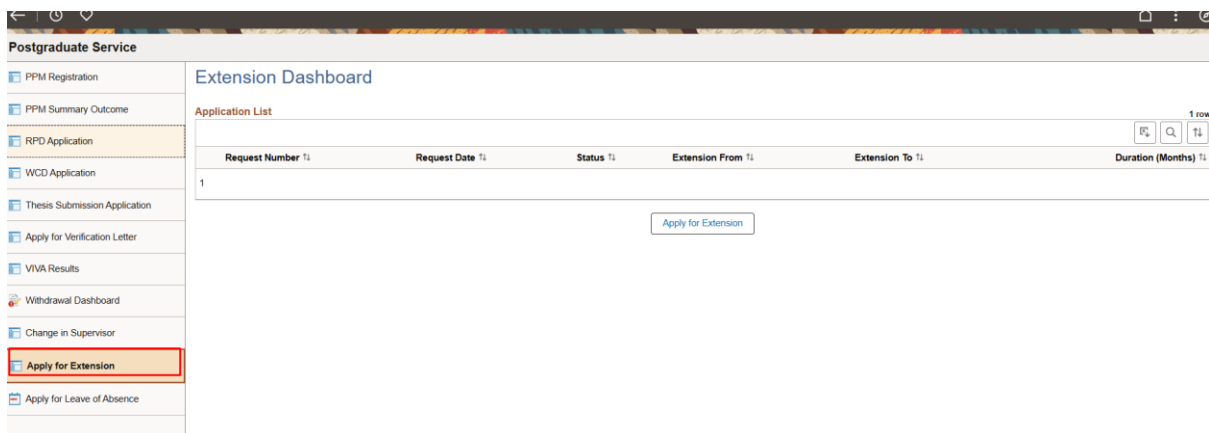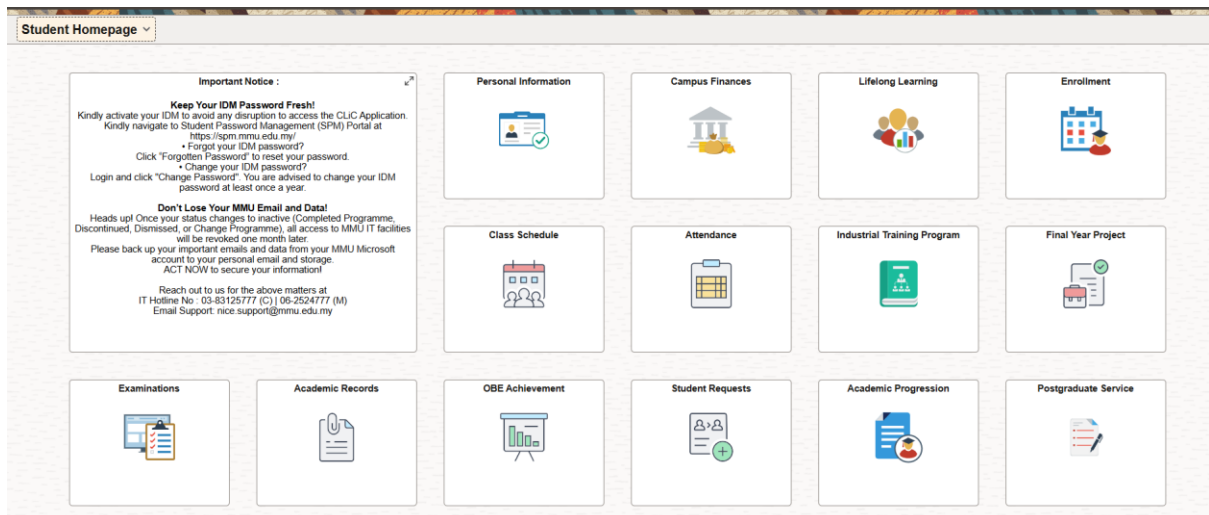5. *Reminder 5: send reminders to students on final submission date*

*For Coursework students: (Student Prog Plan Page, Latest EFFDT)*
1. *Reminder 1- 1st day of the final term (EGT Term Begin Date)*
2. *Reminder 2 - 30 days before the final term end (EGT Term End Date – 30 days)*
3. *Final reminder - last day of the final term (EGT Term End Date)*

**If you received the reminder, please apply extension of candidature via CLiC.**

**Student Application:**

1. Login as Student and Click on Postgraduate services then Apply for Extension link

2. Click on Apply for Extension



3. Student to choose Duration in months (Minimum 6 or Maximum 12 months)
4. Provide Reason for Apply Extension
5. Complete the Progress Report

**Part C: Progress Report**

**1.RESEARCH SUMMARY**

**2.RESEARCH OBJECTIVE**

**3.PROGRESS OF REPORT/DISSERTATION/THESIS WRITING**

Total number of chapters in the report/dissertation/thesis:

☐ 4    ☐ 5    ☐ 6    ☐ 7    ☐ 8    ☐ 9
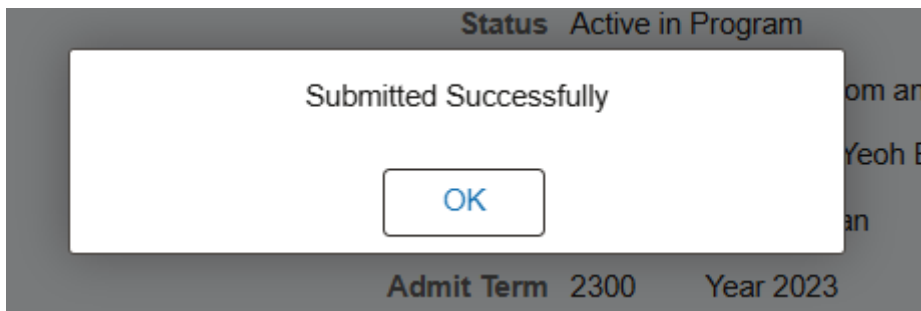
The progress(percentage of completion)of each chapter:

| Progress ↑↓ | <25% ↑↓ | 26%-50% ↑↓ | 51%-70% ↑↓ | 71%-90% ↑↓ | 91%-99% ↑↓ | 100% ↑↓ |
|---|---|---|---|---|---|---|
| Chapter 1 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Chapter 2 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Chapter 3 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

6. Upload Draft Thesis/ Report:

**6.Upload Document**

| File Name ↑↓ | Add Attachment | View Attachment | Delete Attachment |
|---|---|---|---|
| 1 | Add Attachment | View Attachment | Delete Attachment |

Submit    Return

7. Submit the application.

Status  Active in Program

Submitted Successfully

OK

Admit Term  2300    Year 2023

===================THE END======================