



Application for an Extension to Final Thesis Submission Date

Use this form if you require an extension to the final submission date for your PhD thesis. This form must be completed if you wish to submit your thesis on a date later than the final thesis submission date.

Section 1 – to be completed by the scholar

Before applying for an extension please first discuss the matter with your supervisors.

Your application for an extension will be considered by the Chairperson DGC in consultation with your supervisor(s). You will be notified on the outcome of your request by the School Graduate Office as soon as possible.

Please note that 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.

Scholar's Full Name:	
ID number	
Department/School	
Principal Supervisor	
Current Thesis Submission Date	
Number of months of extension requested	
Reason for request of extension	

PLEASE FORWARD THE FORM TO YOUR PRINCIPAL SUPERVISOR

Section 2 – to be completed by Principal Supervisor

Do you support the scholar’s request for an extension to their thesis submission date?

Yes

No

Do you support the requested length of the requested extension?

Yes – I am confident that the thesis will be completed within the timeframe of the requested extension.
The scholar has a clear timeline to completion

No – I suggest a more appropriate length would be ____ months

Please add any further comments here	
Name/signature	
Date	

Section 3 – to be completed by Chairperson Department Graduate Committee (or delegate)

Do you support the scholar’s request for an extension to thesis submission date?

Yes

No

Please add any further comments here	
Name/signature	
Date	

PLEASE FORWARD THE FORM TO YOUR DEAN / DIRECTOR

Approved

Comments:

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Name/Signature

(Date)