

Universiti Tunku Abdul Rahman			
Manual Title : Application for Extension of Maximum Candidature Period			
Procedure Number : QP-IPSR-PSU-015	Rev No: 4	Effective Date: 17/04/2017	Page No: 1 of 3

PROCEDURE MANUAL

(For process flow, see Flowchart15)

OBJECTIVE To outline the process of Application for Extension of Maximum Candidature Period

SCOPE Cover all Postgraduate Programmes

DEFINITION

IPSR	– Institute of Postgraduate Studies and Research
PSU	– Postgraduate Studies Unit in Institute of Postgraduate Studies and Research
HoP	– Head of Programme
FRDPC	– Faculty R&D and Postgraduate Committee
FBO	– Faculty board
PSC	– Postgraduate Studies Committee
DACE	– Department of Admission and Credit Evaluation
SODEMC	– Software Development & Multimedia Services Centre

PROCESS NO.	DETAILS	INTERFACE	RESPONSIBILITY
15.1	<p>Candidate completes “Application for Change” form and provides work plan or timetable for completion.</p> <p>Remark</p> <ol style="list-style-type: none"> PSU officer sends email reminders to candidate concerned on his/her soon-to-end maximum candidature period and advise actions to be taken, including applying for extension of maximum candidature period, as follows: <ol style="list-style-type: none"> Send 1st email reminder 6 months before the end of maximum candidature period; Send 2nd email reminder 2 months later after 1st email reminder, and Send 3rd email reminder 1 month later after 2nd email reminder. The candidate be reminded that the process to obtain final approval from Senate may take 2 – 3 months. Hence, he/she is advised to submit the application form for extension of candidature period and other required documents <u>early</u> in order to avoid lapse of maximum candidature period from occurring while the application is being processed. Application for extension of candidature period must be submitted by the candidate to Faculty <u>at least 2 months</u> before his current candidature period ends. Application that is submitted late (i.e. with less than 2 months for processing) will not be considered. 	“Application of Change” form and timetable for completion	Student
15.2	Supervisor(s) and HoP endorse the application by signing the form and write the necessary comments	“Application of Change” form	Supervisor(s) and HoP
15.3	<p>Application for extension of candidature period and timetable for completion submitted to FRDPC for consideration.</p> <p>FRDPC provides comments and recommendation on the application.</p> <p>If info supplied is insufficient, return to 15.1</p>	“Application of Change” form and timetable for completion	FRDPC
15.4	<p>FBO evaluates recommendation of FRDPC and decides whether to support the application:</p> <ol style="list-style-type: none"> If info is insufficient, return to 15.3; If recommends extension of candidature, go to 15.5; If does not recommend extension of candidature, go to 15.8 	“Application of Change” form, timetable for completion and Agenda Paper.	FBO
15.5	<p>PSC considers Faculty’s recommendation.</p> <ol style="list-style-type: none"> If info is insufficient, return to 15.3; 	Agenda paper from Faculty and supporting	PSC

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PROCESS NO.	DETAILS	INTERFACE	RESPONSIBILITY
	(ii) If recommends extension of candidature, go to 15.6; (iii) If does not recommend extension of candidature, go to 15.8	documents	
15.6	Senate considers recommendation from PSC. (i) If "Yes" to Extension, go to 15.7; (ii) If "No" to Extension, go to 15.8	Agenda paper from PSC	Senate
15.7	DACE prepares and send approval letter of the extension of maximum candidature period according to Senate's decision to the candidate. – cc. letter to IPSR, Faculty Dean and SODEMC.	Senate Minutes	DACE
15.8	IPSR informs student of decision made.	E-mail & Letter	PSU officer
15.9	Candidate notified of outcome: (i) continues with study if extension of candidature period approved; (ii) appeals to the President if application rejected.		Candidate

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Ref. No : IPSR/PSU/Flowchart15
 Department : Institute of Postgraduate Studies And Research
 Process Title : **Application for Extension of Maximum Candidature Period**

CODES
 HoP – Head of Programme
 FRDPC – Faculty Research & Development and Postgraduate Committee
 FBO – Faculty Board
 PSC – Postgraduate Studies Committee
 IPSR – Institute of Postgraduate Studies & Research
 DACE – Department of Admissions and Credit Evaluation

