|  |  |
| --- | --- |
|  | COLLEGE OF BUSINESS AND ECONOMICS  Form CBE 3  Jan 2018  **APPLICATION FOR EXTENSION / INTERRUPTION**  **OF STUDIES** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **REQUEST FOR EXTENSION OF STUDIES *(SECTION B)*** |  |  |
|  |  |
|  | **REQUEST FOR INTERRUPTION OF STUDIES *(SECTION C)*** |
|  |  |

A doctoral candidate is granted a maximum of four years full time and five years part time to complete the study while a master’s student is granted two years full time and three years part time. Any student who has not completed her/his studies after the maximum time allowed has to obtain permission to reregister by completing this application form and attaching the necessary documentation and submitting it to the college office.

The following documents should accompany this application:

* **A signed progress report by the Supervisor indicating the expected date of completion of the study;**
* **A signed motivation for the application from the student;**
* **The student’s global academic record.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION A: Student information** | | | | | | | | | | | | | | |
| Surname | |  | | | | | | Title | | |  | | | |
| Initials(s) | |  | | | | | | Date of first registration | | |  | | | |
| Student number | |  | | | | | | Qualification *(e.g. M Com)* | | |  | | | |
| Discipline/Qualifier (e.g. *Economics, etc.)* | | | | |  | | | | | | | | | |
| Research | Technical research report | |  | Limited scope dissertation | |  | Minor dissertation | |  | Dissertation | |  | Thesis |  |

|  |  |
| --- | --- |
| **SECTION B: Request for extension of studies** | |
| Period of requested extension (e.g. 01 Jan 2018 – 30 Jun 2018) |  |
| Undertaking to submit: 31 May 20\_\_  31 October 20\_\_ |  |
| Supervisor |  |
| Co-Supervisor(s) |  |
| Approved title |  |

|  |  |
| --- | --- |
| **SECTION C: Request for interruption of studies** | |
| Period of requested interruption (e.g. 01 Jan 2018 – 30 Jun 2018) |  |
| Undertaking to submit: 31 May 20\_\_  31 October 20\_\_ |  |
| Supervisor |  |
| Co-Supervisor(s) |  |
| Approved title |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature: Supervisor** |  | **Date** |  |
| **Signature: Co-Supervisor** |  | **Date** |  |
|  |  |  |  |
| **Signature: HoD/Programme coordinator** |  | **Date** |  |
|  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CBE HDC outcome:** | **Approved** |  | **Declined** | | |  |
| **Conditions for approval:** |  | | | | | |
| **Reason for decline:** |  | | | | | |
| **College signature:** |  | | | **Date:** |  | |