

## EXTENSION OF CANDIDATURE

Please read and understand the Rules and Regulations pertaining application for extension of candidature in the student handbook. An application for extension must be made two (2) months prior to the expiration date of a candidate's candidature. The maximum extension of candidature period is only two (2) semesters after the period of candidature ends. This extension of two (2) semesters is considered final.

### SECTION 1 (To be completed by Student)

Student Name	:					
Student ID	:		IC/Passport No.	:		
Email Address	:		Contact No.	:		
Faculty	:		Mode	:	Fulltime / Part Time	
Programme	:					
Current Result	:					
	(CPA & GPA / Progress Result)					
Candidature	:		Registration Date as UMP Student	:		
				:	Current Semester/Academic Session	

### Details of Application and Justifications

Duration required	:		Academic Session	:	
Justifications	:				

### Have you applied for extension of candidature before?

YES      Semester / Academic Session : \_\_\_\_\_     
  NO

Student's Signature :	Date:
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### SECTION II (To be completed by Main Supervisor – for research mode student)

	Approved		Disapproved
Hereby, I verify that:			
<input type="checkbox"/>	The student is currently preparing for submission of draft thesis.		
<input type="checkbox"/>	The student has already submitted the draft thesis but the Viva Voce has not been conducted yet.		
<input type="checkbox"/>	The student has sat for Viva Voce but he / she requires longer time for thesis correction and submission of final thesis.		
<input type="checkbox"/>	Other comments:		
Date:			
Main Supervisor's Signature and Stamp:			

**SECTION III (To be completed by Head of Programme / Deputy Dean of Research)**

	Approved		Disapproved
Comment from Head of Programme / Deputy Dean of Research:  Date:  Signature and Stamp:			

**SECTION IV (To be completed by Dean of Faculty)**

	Approved		Disapproved
Comment from Dean:  Date:  Dean's Signature and Stamp:			

**SECTION V (To be completed by IPS)**

Within rules & procedures	Further actions to be taken:				
	MPSU & Senate Matters		Administration Matters		
<input type="checkbox"/> Yes	<input type="checkbox"/> MPSU to be informed	<input type="checkbox"/> Completed	Date:	<input type="checkbox"/> Verification by Dean of IPS	Date:
	<input type="checkbox"/> MPSU approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	<input type="checkbox"/> Change status in the system	Date:
	<input type="checkbox"/> Senate to be informed	<input type="checkbox"/> Completed	Date:	<input type="checkbox"/> Letter to Faculty	Date:
				IPS Staff's Name:	
<input type="checkbox"/> No	<input type="checkbox"/> MPSU to be informed	<input type="checkbox"/> Completed	Date:	<input type="checkbox"/> Verification by Dean of IPS	Date:
	<input type="checkbox"/> MPSU approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	<input type="checkbox"/> Change status in the system	Date:
	<input type="checkbox"/> Senate to be informed	<input type="checkbox"/> Completed	Date:	<input type="checkbox"/> Letter to Faculty	Date:
				IPS Staff's Name:	
Reasons:					
Verification by Dean of IPS	<input type="checkbox"/> Bring to MPSU for information <input type="checkbox"/> Bring to MPSU for approval				(Signature & Stamp)
Hereby, I verify that this student matter has been solved.  Date:  IPS Staff's Signature and Stamp:					