

THE UNIVERSITY OF HONG KONGGraduate School

Application for Extension of Candidature

Important Notes:

- (1) Candidates are expected to submit their thesis and complete coursework, where necessary, within the specified period of study. Application for an extension beyond the specified period of study may be made, after confirmation of candidature, if there is a genuine need to do so. It shall be considered by the Graduate School on an **exceptional basis and will be granted only upon the demonstration of sound justification**.
- (2) Application should be made to the Departmental Research Postgraduate Committee (DRPC) or the Faculty Higher Degree Committee (FHDC) (in the case of unitary faculties) no later than **three months** before the period of study is due to expire.
- (3) The Postgraduate Scholarships (PGS) will not be awarded and no leave of absence will be granted during the extended study period. Candidates who have obtained approval of extending their normative study period are liable to pay the continuation fee for each 3-month period and University fees, where appropriate.

Part A <i>(To be completed by applicant)</i>		
(i) Student Information		
Title: Dr / Mr / Mrs / Ms / Miss*		
Name:	University No.:	
Study Mode: Full-time / Part-time*		
Curriculum: MPhil / 3-year PhD / 4-year PhD / Joint PhD (HKU & ___) / SJD*		
Dept./School/Centre/Division/Unit:		
Faculty:		
Registration Date:		
End Date of Normative/Extended* Study Period:		
(ii) Application for Extension of Candidature		
1. No. of time(s) applied for extension (including this application):		
2. Extension granted in previous application(s) <i>(if any)</i> : _____ months		
3. Extension period applying for: _____ months (from _____ to _____)		
4. Detailed justifications for the extension (more than 100 words): <i>(Please attach a study plan for the requested period of extension and supporting documents e.g. medical certificate (if any))</i>		
Signature: _____ Date: _____		

Part B (To be completed by Department and Faculty concerned)

Recommendation of supervisor(s): Support / Not Support*

Signature(s): _____ Date:
Name of supervisor(s):

Recommendation of DRPC: Endorse / Not Endorse*

Signature: _____ Date:
Name of DRPC:

Recommendation of FHDC: Endorse / Not Endorse*

Signature: _____ Date:
Name of FHDC:

Part C (To be completed by Graduate School)

(i) Supplementary Information

Biannual Supervision Report Comments:

Extension to be granted: _____ extension (Total: _____ months)

Remarks (if any):

(ii) GS Decision

The recommendation is approved / not approved.*

Remarks (if any):

Dean of Graduate School Signature:

Date:

Part D *(To be completed by Graduate School)*

To: Faculty of _____ (Attn.: _____)
From: Graduate School

The Dean of the Graduate School has considered the above recommendation of your Faculty and it is **approved** **not approved**.

Waiver(s) granted:

Regulation MPH7(a) / PHD7(a) / PHD5(a)*

Procedure MPH7(4) / PHD7(4) / PHD5(1) / RD5(1)* (3-month prior notice requirement)

Remarks *(if any)*:

Please inform the candidate and the supervisor(s) regarding the Graduate School's decision.

Thank you for your kind attention.

Signature:

Date:

Name:

** Please delete as appropriate*

Graduate School
May 2019