

STUDENT'S REQUEST FORM B (Specific requests)*Extension of study period and re-admission after interruption or leave of absence*

Initials and surname of student:

Faculty of student:

Student number:

Cell nr.

Historical year of student:

Qualification name:

Curriculum code:

PROCEDURE TO BE FOLLOWED TO COMPLETE THE PROCESS

- The student states the request, attaches an academic record (available at Higher Degree Administration), and takes it to his / her supervisor / promoter.
- The General Academic Rules of the NWU (A-rules) should be consulted before approving any student request. The Leave of absence rule is found at paragraphs:4.8 and 5.8.
- The appointed supervisor considers the request. The approval process takes place according to the A-rules (referring to the Dean for approval). The SALA Faculty Administrative official forwards the signed request to Higher Degree Administration for processing.
- It is the responsibility of the student who submits the request to personally ascertain from his/her supervisor / promoter what the outcome of the request was.

1. STUDENT'S REQUEST AND MOTIVATION:

STUDENT'S SIGNATURE:

STUDENT'S REQUEST FORM B (Specific requests)

2. Extension of study period request / re-admission permission checklist to be completed by the supervisor/academic director

Is the research topic still relevant? Yes No

Is the promotor/supervisor(s) still available? Yes No

What progress has been made by the student?
(mandatory)

What remains to be done to complete the study?
(mandatory)

What is the time schedule for completion?
(mandatory)

3. RECOMMENDATION: SUPERVISOR/PROMOTER

THIS IS ONLY A RECOMMENDATION AND NOT THE FINAL DECISION.

SIGNATURE:

4. FINAL DECISION: DEAN (Leave of absence and re-admission, extension of study period) RESEARCH DIRECTOR/SCHOOL DIRECTOR (extension of study period)

SIGNATURE:

5. FACULTY ADMINISTRATOR / DEPUTY ADMINISTRATOR

Approved Declined

Date:

SIGNATURE: