

EXTENSION OF STUDY PERIOD -REQUEST FORM

Students who exceeds their maximum study period as per the A-rules will be in a registration hold and should submit this approved form, before registration will be possible.

Initials and surname of student:

Faculty of student:

Student number:

Cell nr.

Start date of current studies:

Qualification name (Programme Version Name:

Faculty and Research Unit (Programme group and Programme:

PROCEDURE TO BE FOLLOWED TO COMPLETE THE PROCESS

- The student states the request, attaches an academic record (available on the Student Portal) and presents this form on the Student Portal at the Help desk tab, using the upload function.
- The General Academic Rules of the NWU A-rule 1.13 and 1.16, as well as A-rule 4.23 and 5.20. The link to the A-rules.
- The appointed supervisor considers the request. The approval process takes place according to the A-rules (which states an academic director or a (Deputy) Dean for recommendation). The SALA Faculty Administrative official ho is responsible for the requests submitted via the Student portal facilitates the approval process, until completed..
- The student will receive the signed document, and should upload it on the Student Portal, at the My Document tab, Document Centre. If it is submitted, administrative staff will view it, give it an approved status, and record the decision on SIS. The relevant enrolment dates should also be adjusted. The student can be removed from the registration Hold group upon receipt of the approved and signed request form.

1. STUDENT'S REQUEST AND MOTIVATION:

I have consulted with the finances department regarding my registration costs

STUDENT'S SIGNATURE:

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2. Extension of study period request 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.RESEARCH DIRECTOR/SCHOOL DIRECTOR/OR DEPUTY DEAN

SIGNATURE:

5.DEAN

SIGNATURE

6 FACULTY ADMINISTRATOR / DEPUTY ADMINISTRATOR

Approved

Declined

SIGNATURE: