



**APPEAL FOR EXTENSION
DURATION OF STUDY**

Instruction to candidates:

1. Submit completed Appeal for Extension of Study application form to the Faculty at least a month before the semester ends (refer to IPSis Academic Calendar) together with:
 - a. Report on Percentage of Thesis Completion (See Appendix 1); and
 - b. Draft of the thesis (hardcopy).
2. Processing fee of RM50 will be generated by Bahagian Pengurusan Kewangan Pelajar (BPKP) and credited to the student study bills after the approval.

SECTION I (To be filled by student in CAPITAL LETTERS)

Name:																															
I.C No/Passport No.:											Faculty Code:																				
Student ID No.:											Campus:																				
Programme Code:						Semester:			Gender:	<i>Male</i> <input type="checkbox"/>					<i>Female</i> <input type="checkbox"/>																
Level of Study:	<i>Master</i> <input type="checkbox"/>					<i>PhD</i> <input type="checkbox"/>					Mode of Study:	<i>Full Time</i> <input type="checkbox"/>					<i>Part Time</i> <input type="checkbox"/>					<i>FLP</i> <input type="checkbox"/>									
Mailing Address * ()																										Postcode					

* Please tick (✓) for change of address

Tel. No.:											Mobile Phone No.:																			
E-mail:																														

Number of previous Appeal for Extension of Study (if any): Time

Thesis / Dissertation Title:

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Reasons for Appeal for Extension of Study (please attach supporting documents):

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Application for Semester: MARCH SEPTEMBER Year: 2 | 0 | | |

.....
Student's Signature

.....
Date

SECTION II (To be filled up by student and Main Supervisor)

Main Supervisor reviews	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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Thesis title	<p>.....</p> <p>.....</p> <p>.....</p>
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SECTION III (Student is required to get endorsement from the following departments)

A. MAIN SUPERVISOR	B. FACULTY	C. REMARKS
<p>Endorsement by Main Supervisor</p> <p>..... % thesis / dissertation is completed.</p> <p>..... % thesis / dissertation is completed current semester.</p> <p><input type="checkbox"/> SUPPORTED</p> <p><input type="checkbox"/> NOT SUPPORTED</p> <p>..... Signature</p> <p>..... Name and Official Stamp Date</p>	<p>Endorsement by KPPS</p> <p><input type="checkbox"/> SUPPORTED</p> <p><input type="checkbox"/> NOT SUPPORTED</p> <p>..... Signature</p> <p>..... Name and Official Stamp Date</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

SECTION IV (Result of application is subjected to JKAPS' and JKIPA'S approval)

For office use only	
<i>JKAPS' Result</i>	<p><input type="checkbox"/> SUPPORTED</p> <p><input type="checkbox"/> NOT SUPPORTED</p>
Signature of JKAPS Chair
Name and Official Stamp
Date

APPENDIX 1

REPORT ON PERCENTAGE OF THESIS / DISSERTATION COMPLETION

SECTION I (To be filled by student in CAPITAL LETTERS)

Name:

I.C No/Passport No.:

Student ID No.:

Programme Code: Semester:

Level of Study: Master PhD Mode of Study: Full Time Part Time FLP

SECTION II (To be filled by Main Supervisor)

Thesis / Dissertation title:

No.	Chapter	Percentage of Completion
1.	Chapter 1	
2.	Chapter 2	
3.	Chapter 3	
4.	Chapter 4	
5.	Chapter 5	
6.	Chapter 6	
7.	Chapter 7	
8.	Chapter 8	
Total Percentage of Thesis Completion (%)		

Main Supervisor reviews Staff ID

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Supported by Main Supervisor

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Signature Name and Official Stamp Date