

Extension of Study Period (Graduate and Doctorate Programme)

This form must be completed for additional extension required after extension has been provided at the programme level.

An application for an additional year to complete the programme may be requested from the Registrar's Working Group (RWG) in case there have been extenuating circumstances beyond the students control due to which programme requirements have remained incomplete. This request should be sent to the Academic Secretariat when the student is enrolled in the programme.

To finalize your decision:

- Please discuss your proposed course of action with an **Academic Adviser / Primary Supervisor / Programme Coordinator or Director** within your respective programme.
- Please read these instructions carefully to understand the implications of this extension.
- Carefully assess the pending requirements with your relevant programme office.
- **Seek assistance from the Records Office, Office of the Registrar** to understand if this request needs to be processed at Programme Level or University Level.

Financial Implications:

- Please note that the extension may have **significant financial implications**. Please seek advice from the Student Finance Section by emailing student.finance@aku.edu to understand the impact on tuition fee.

Visa/Immigration Implications (if applicable)

FOR students based in PAKISTAN: If you are in Pakistan on a student visa, before submitting the request for an Extension of Study Period to your department, please inform the International Office. Please note that the University must report changes in your circumstances to all relevant governmental agencies, including: extensions to time limit of study, leave of absence, withdrawal, etc.

Email: international.office@aku.edu

FOR students based in EAST AFRICA: If you are foreign student in any of the AKU programmes in East Africa, please inform the Human Resource person dealing with student passes before submitting the request for an Extension of Study Period to your department.

- Please note that the University must report changes in your circumstances to all relevant governmental agencies, including: extensions to time limit of study, leave of absence, withdrawal, etc.

Email: wanjiru.njagi@aku.edu

To Request for an extension:

- Download the **Application Form for Extension of Study Period**. Complete the Student Details section.
- This form should be submitted to **Academic Secretariat** or **Programme Office** at least **three months** before the completion of currently approved maximum study period.
- Take the extension of study period form to your Primary Supervisor and complete the rest of the Form with their assistance. Both you and your Supervisor should sign the form.
- You will also need to obtain a Departmental Approval signature from your Programme Director.
- Submit this to the Academic Secretariat for Registrar Working Group's Approval.
- Once the extension of time limit is approved and your student record is updated, you will receive confirmation of your request for the extension through your official University email account. You may wish to print the confirmation email for your own record.
- Submitting a request does not guarantee an approval. In case an application is not approved, student will be required to voluntarily withdrawal from the programme.

Actions to take:

- Contact the International Student Office or Human Resource Office to make an appointment (if applicable)?
- Notify University Hostels, if you are living in University accommodation?
- Notify your sponsoring agency (if applicable)?



Students Enrolled in Graduate & Doctoral Programme

- ° Please consult your programme director for advice before completing this form.
- ° You may submit this Form only if you are currently enrolled in the programme.

Student ID:	
Name of Student:	
Academic Load:	
Programme of Study:	
Admission Date:	
Current Graduation Date:	
Year of study:	

Period of Extension:	
What have been the extenuating circumstances which did not allow you to complete dissertation/thesis/course work. (Please continue on additional sheet if necessary and provide necessary documentation).	

Give brief details of the outstanding curriculum required to be completed. (Please continue on additional sheet if necessary and include endorsement from the relevant Registrar's Office).

Note: By typing your full name in the field below, you confirm that the information provided is accurate to the best of your knowledge and that this constitutes your electronic signature.

Name of Student:

Date:

Recommendation for approval by Supervisor and Programme Director

Note: Signing the form will flatten it and make fields un-editable; please save a fillable copy before signing.

Primary Supervisor (Signature)

Date

Programme Director / Dean (Signature)

Date

Academic Secretariat and Registrar Office

RWG Meeting Date

University Registrar Signature

Date

Decision status

Appropriate University Record is updated, and information has been disseminated.

Associate Registrar- Records

Signature

Date