

GRADUATE SCHOOL
Research Postgraduate Programmes
Request for Extension of Studies

I. Student Particulars (* delete where appropriate)						
Name: _____		Student No.: _____		Department: _____		
Phone No.: _____		Study Commencement Date: _____				
Principal Supervisor (PS): _____		Programme: <u>MPhil/PhD*</u>		Mode of Study: <u>FT/PT*</u>		
II. Extension of Study						
Extension Period: _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy) Reason(s) to apply for extension (Please attach a study plan, duly endorsed by your Principal Supervisor, for the proposed extension period): Note: For any extension beyond the maximum study period (i.e. 24 months from the expiry of the normal study period), in addition to the reason(s) provided above, justifications <u>MUST be provided by the Principal Supervisor, to be endorsed by the Department Head and Faculty/School Dean, on a separate sheet.</u>						
<u>Fee Payment</u>						
Within the Maximum Study Period (i.e. within 24 months from the expiry of the normal study period)						
Studentship Recipients			Self-Funded Students[#]			
☐ 6-month extension (RMB 6,000) ☐ 3-month extension (RMB 3,000)			☐ 6-month extension (RMB 12,000) ☐ 3-month extension (RMB 6,000)			
Beyond the Maximum Study Period (i.e. beyond 24 months from the expiry of the normal study period)						
Studentship Recipients			Self-Funded Students[#]			
☐ 6-month extension (RMB 22,500) ☐ 3-month extension (RMB 11,250)			☐ 6-month extension (RMB 45,000) ☐ 3-month extension (RMB 22,500)			
<i># Self-funded students are those who are required to pay tuition fees and do not receive a stipend. All other students are classified as studentship recipients.</i>						
III. Student Declaration						
I have read and understood the explanatory notes before proceeding to fill out this application form.						
Student's Signature				Date		
IV. Recommendation and Endorsement						
We endorse the above request and confirm that it has no adverse academic and resource implications to the University.						
Principal Supervisor	Name		Signature		Date	
Department Head	Name		Signature		Date	
Faculty/School Dean	Name		Signature		Date	
V. Approval						
Graduate School	Signature		Date			

/Please turn overleaf

Notes for non-Chinese students:

All non-Chinese students are required to hold a valid student/relevant visa to study in Chinese Mainland. Please submit a written request for visa extension with supporting documents to the Graduate School (gs_rpg@uic.edu.cn) for further processing four weeks before the expiry of the current visa.

Explanatory Notes

Students who have not completed their studies within the normal study period should apply for extension at least one month before the study period lapses. Normally, an extension period of 3 or 6 months is granted each time. (Under exceptional circumstances, an extension period of 12 months will be granted upon strong justification from the student's Principal Supervisor.)