

	TECHNICAL UNIVERSITY OF MOMBASA		
	Document: Form		Ref No.: TUM/Form/SGS/006
	Title: APPLICATION FOR EXCEPTIONAL CIRCUMSTANCES		
	Department: SCHOOL OF GRADUATE STUDIES		
	Issue No. 1	Revision No. 0	Date: 4th August 2016

Extensions are usually permitted up to a maximum of one year for both full-time and part-time students. The request must be made in quarters (3 months) and approved by both the supervisor and the Dean of School/faculty. If you have already had the maximum permitted amount of extension and due to exceptional circumstances require a further period of extension, you must fill out this form for approval by the Chair of Graduate Degrees Board of Examiners.

Please provide a detailed timeline and plan for the period to submission along with this request form

SECTION A – To be completed by the student

Name	:	Reg. No.	:
Degree Programme	:	School	:
Correspondence Address	:		
Previous Extension Granted	:		
Are you an overseas student	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Length of extension requested:

- 3 months
 6 months
 9 months
 12 months

Reason for requesting an exceptional extension to your maximum date of registration:
:



Signed	:		Date	:	
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(Student)

SECTION B – To be completed by the Principal Supervisor

<p>Please provide a statement in support of the student’s exceptional extension application, and confirm that the student will be supported to complete their studies within this time frame:</p> <p>:</p>
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Signed	:		Date	:	
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(Principal Supervisor)

SECTION C – To be completed by the Dean of School/Faculty

I Approve the student’s extension of registration as follows:

- 3 months
 6 months
 9 months
 12 months
 Full-time
 Part-time
 Pre-submission status

Signed	:		Date	:	
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(Director of Doctoral Studies)

SECTION C – To be completed by the Director, School of Graduate Studies

I Approve the student’s extension of registration as follows:

- 3 months
 6 months
 9 months
 12 months
 Full-time
 Part-time
 Pre-submission status

Signed	:		Date	:	
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(Director of SGS)

Once completed, please return to the Research Student Administration Office

