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| amblem | **ÇANKAYA UNIVERSITY**  **Graduate School of Natural and Applied Sciences** **Request for Extension of Time in Graduate Studies** |

The duration of Master's studies is

* a minimum of 2 semesters and a maximum of 4 semesters for students in M.S. with thesis program, and
* a minimum of 3 semesters and a maximum of 6 semesters for students in M.S. without thesis program.

The maximum duration of studies outlined above may be extended by two semesters at the most. Periods of time spent by students in preparatory courses and "Graduate Preparatory English Programs" are not included within the duration period of the Master's program.

The time the student may need to finish his/her degree is not automatically extended so that he/she must fill in the Electronic Copy of the application form and sign it. All documentation, if any, supporting the excuse should also be attached for extension of time request to be considered. Student's supervisor should verify the information provided below. The Department Chair should submit the Printed Copy of the completed form to the Director's Office. Incomplete forms will be returned to the Department.

Part I. Student Information. To be completed by the student.

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| **Student Number** | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | | | | | **Student Name** | |  | | | **Type of Study** | | |
|  |  | |
| **Program** | |  | | |
| **Academic Year and Semester of the First Registration** | | | | | | **Number of Semesters Registered in the Past** | | **Extension of Time to be Effective for**  **(Academic Year & Semester)** | | | | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  | / |  |  |  |  | | | | |  | | |  | | --- | |  | | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  | / |  |  |  |  | | | | |  |
| **Excuse for Extension of Time** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Attached Documents,**  **if any** | | 1 |  | | | | | | **Student's Signature** | |  | |
| 2 |  | | | | | | **Date of Application** | |  | |

Part II. Proposal of the Supervisor.

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| **Supervisor** |  | **Signature** |  | **Date** |  |

Part III. Consent of the Department Chair.

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|  | | | | | |
| **Department Chair** |  | **Signature** |  | **Date** |  |

Part IV. Approval of the Director

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|  |  | The application of student has been rejected since | | | | | | | | |
|  | |
|  |  | The application has been approved for the | |  | semester of the academic year | | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  | / |  |  |  |  | | | |
|  | | | | | | | | | | |
| **Director of Institute** | | |  | | | **Signature** |  | | **Date** |  |

The approved report should be sent to the Graduate School of Natural and Applied Sciences.