Registrar Services

Application for Extension of PhD Studies

If you are not able to finish your PhD studies at con University within the regular period of studies (student contract), you have the option to apply for an extension.

To do so, please submit the following documents:

1. Completed Form "**Application for Extension of PhD Studies**"
2. **A detailed study plan** showing how you are planning to make up for the missing graduation requirements in the additional semester(s). The study plan has to be discussed, approved and signed by your academic advisor.

Deadlines: The application must be handed in to Registrar Services by no later than **July 1st** for the following **Fall Semester** and by no later than **December 1st** for the following **Spring Semester.** Only complete applications will be accepted.

Constructor University reserves the right deny your application for an extension. In this case you may submit an application to appeal the decision. Please refer to the website of Registrar Services for further details

Personal Information	
Matriculation N°	
Family Name , First name	
Major /Field of Studies	
Academic Advisor	

Student's Signature	
I hereby request an extension of my PhD studies at Constructor University. I have **attached all necessary documents** (**study plan** approved and **signed** by my academic advisor) ☐ 7th semester ☐ 8th semester	
City, Date	Signature
Dean's Signature	
City, Date	Signature

Attachments:

- study plan, signed by the Academic Advisor