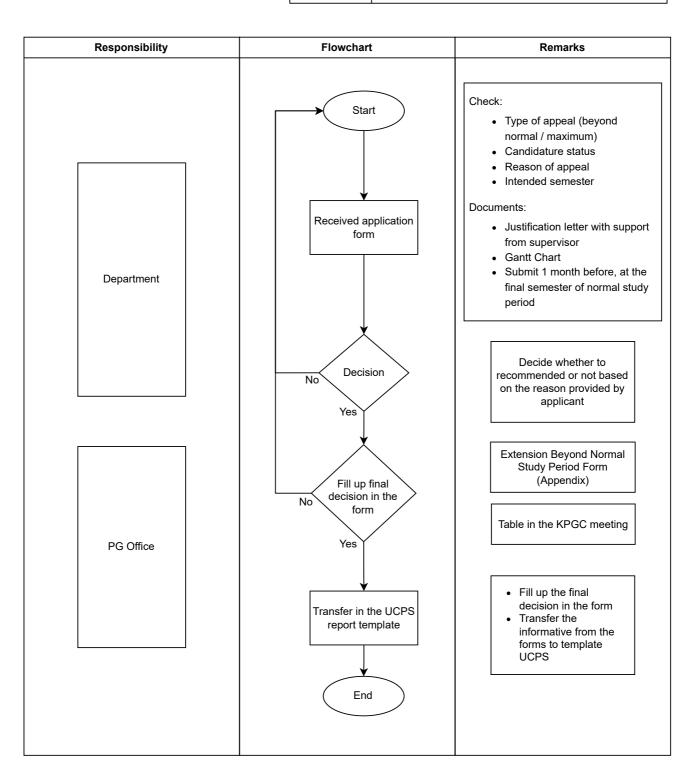


Title	SOP for Extension of Study Period (Non-Clinical Programme)
Endorsement	KPGC 8/2025
Version No	1
Effective Date	1 October 2025





CENTRE FOR POSTGRADUATE STUDIES

CPS/REG04

Ver.- Rev.: 02- 02

CPS EXECUTIVE MEETING (30 MAY 2018)

Eff. Date: 1 June 2018

APPEAL FOR EXTENSION BEYOND NORMAL STUDY PERIOD				
Semester Session / Semester /				
Section A : Student's Information (to be filled by the student)				
Name:		Matric No.:		
Kulliyyah :		Total Credit hours Completed:		
Programme :	Mode of Programme:	Study Status:		
Email:	Contact No:	Latest CGPA:		
MASTER - ELIGIBLE FOR TWO (2) SEMESTERS OF EXTENSION. PHD - FULL-TIME (6 SEMESTERS). PART-TIME (4 SEMESTERS)				
CANDIDATE'S ACKNOWLEDGEMENT				
This appeal is subject to the recommendation from Kulliyyah Postgraduate Committee (KPGC) and approval from the University Committee for Postgraduate Studies (UCPS).				
Date:	Signature:			
SECTION B: HEAD OF	SECTION B: HEAD OF DEPARTMENT (KULLIYYAH) - Recommendation			
The candidate has met all the requirements stipulated in the PG Regulations. Therefore, the department decided to *RECOMMEND/NOT RECOMMEND his/her appeal.				
Date:	Signature & Stamp:			
SECTION C: DEPUTY DEAN (POSTGRADUATE & RESEARCH)/DEPUTY DIRECTOR OF KULLIYYAH/INSTITUTE - Recommendation				
Based on the department recommendation (if any), Kulliyyah/Institute in its KPGC meeting No. () held on () decided to *RECOMMEND/NOT RECOMMEND this appeal for UCPS consideration and approval.				
Date:	Signature & Stamp:			