



**Request to Extend the Time Limit for Completing the MSc or PhD Thesis  
(PAGE 1)**

**Instructions:**

1. Student fills out the first page.
2. Supervisor fills out the second page.
3. Student delivers the completed two-page form to the Graduate Administrator.
4. The Graduate Coordinator may contact the student and/or supervisor for additional information before considering the request for the extension.

**To be filled out by the STUDENT:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Check One:** Writing M.Sc. Thesis   
Writing Ph.D. Thesis

**Date of Terminal Committee Meeting:** \_\_\_\_\_

1. Which chapters have been:                      Written    Approved by Supervisor    Not Applicable
- Introductory Chapter
  - Data Chapter 1
  - Data Chapter 2
  - Data Chapter 3
  - Data Chapter 4
  - Discussion/Conclusion Chapter

2. What are the main reasons for the delay in the completion of the remaining chapters (additional pages may be appended as required)?

3. Given the delay, what is the proposed new date by which the thesis will have been completed and approved by both supervisor and committee (bearing in mind that the supervisor and supervisory committee are afforded 6 weeks to critique a PhD thesis and 4 weeks for an MSc thesis)?

\_\_\_\_\_

**Note:** If the 3-month deadline to schedule an MSc defence or the 4-month deadline to schedule a PhD defence pass without an approved extension, the graduate stipend may be withdrawn due to failure to meet program requirements. **HOWEVER**, a supervisor may not withdraw as student's stipend without prior consultation with the Graduate Coordinator. If a student has set up the oral defense within the required timeframe, they shall continue to receive a stipend until the defense and thesis revisions have been completed.

**FACULTY OF MEDICINE**

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**Request to Extend the Time Limit for Completing the MSc or PhD Thesis  
(PAGE 2)**

**To be filled out by the SUPERVISOR:**

**Student's Name:** \_\_\_\_\_

I have read the information provided by the STUDENT on PAGE 1, and:

Agree that the thesis will be completed (including critique and corrections) by the date proposed on PAGE 1.

Believe that a more realistic date for completion is: \_\_\_\_\_

Are there any comments that you would like to provide that might explain the delay in completing the thesis that are not covered on PAGE 1 (additional pages may be appended as required)?

Note: If the 3-month deadline to schedule an MSc defence or the 4-month deadline to schedule a PhD defence pass without an approved extension, the graduate stipend may be withdrawn due to failure to meet program requirements. HOWEVER, a supervisor may not withdraw as student's stipend without prior consultation with the Graduate Coordinator. If a student has set up the oral defense within the required timeframe, they shall continue to receive a stipend until the defense and thesis revisions have been completed.

**Name (Print):** \_\_\_\_\_

**Name (Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Graduate Coordinator Signature**

\_\_\_\_\_  
**Date**