Use this form if you want to ask for an extension of the formal deadlines of your thesis. You only have to apply for an extension if the dates of Midterm Review, Green Light Review (when applicable: second green light) or submission of the final thesis are expected to move beyond the latest date that is allowed according to the thesis duration rules (see Brightspace). This form should be submitted as soon as the delay is foreseen, but in any case, **before** you exceed the deadline. All parts 1, 2, and 3 should be completed. Email this form to thesisdurationcommittee-ae@tudelft.nl.

|  |  |
| --- | --- |
| Name Student |  |
| Student Number |  |
| TU Delft e-mail Address |  |
| Phone Number |  |
| Start MSc Program (MM/YY) |  |
| Start Thesis (MM/YY) |  |
| Thesis duration selected at Kick-Off (5 days or 4 days) |  |

**1. I would like to ask for an extension for the following reason(s) (tick all that apply)**

Extenuating personal circumstances. I have discussed the issues with an Academic Counsellor. See the AE Student Portal for more information on extenuating circumstances and the contact details of the Academic Counsellors at AE: [Academic counsellors (tudelft.nl)](https://www.tudelft.nl/en/student/faculties/ae-student-portal/organisation/academic-counsellors)

Required documentation: please attach the statement of the Academic counsellor to support your request.

Issues with the supervision. I have discussed the issues with an Academic Counsellor. See the AE Student Portal for the contact details of the Academic Counsellors at AE: [Academic counsellors (tudelft.nl)](https://www.tudelft.nl/en/student/faculties/ae-student-portal/organisation/academic-counsellors). Please specify the issues in the textbox and how and when they impacted your planning and the motivation for the extension.

Facilities or resources were not available during part of the thesis work. Please specify in the textbox the reason and how and when they impacted your planning and the motivation for the extension and ask your supervisor to sign below.

**\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date Name Responsible Supervisor Signature Responsible Supervisor

Other reasons. Please specify in the text box the reason(s), and how and when they impacted your planning and the motivation for the extension.

**2. I estimate the submission of my thesis to be delayed by …weeks with respect to the last allowed date of the Midterm Review and the submission of the final thesis according to the selected plan (5 days or 4 days per week).**

**3. Planning**

|  |  |
| --- | --- |
| Planning Thesis **OLD** |  |
| Start graduation project | *Date*  *\_\_\_\_\_\_\_\_\_* |
| Kick-off session | *\_\_\_\_\_\_\_\_\_* |
| Midterm review | *\_\_\_\_\_\_\_\_\_* |
| Greenlight review | *\_\_\_\_\_\_\_\_\_* |
| Expected hand-in-date thesis | *\_\_\_\_\_\_\_\_\_* |

|  |  |
| --- | --- |
| Planning Thesis **REQUESTED** |  |
| Start graduation project | *Date*  *\_\_\_\_\_\_\_\_\_* |
| Kick-off session | *\_\_\_\_\_\_\_\_\_* |
| Midterm review | *\_\_\_\_\_\_\_\_\_* |
| Greenlight review | *\_\_\_\_\_\_\_\_\_* |
| Expected hand-in-date thesis | *\_\_\_\_\_\_\_\_\_* |

**\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date Student Name Student Signature