

EXTENDING YOUR STUDIES

General Information

As a post-graduate student following a Master's or Doctoral program in the Faculty of Education, University of Malta, you are expected to manage your time well so that you will be able to submit your dissertation or thesis within the required time-frame of your programme.

If need be, as outlined in the *General Regulations for University Postgraduate Awards, 2008* in the case of Masters students and the *Ph.D. Degree Regulations, 2008* in the case of doctoral students, you may apply for an extension to your submission date.

This extension is considered by the respective boards of studies for Master's courses or by the Faculty Doctoral Committee and is subject to approval by Faculty Board, and by Senate. Extensions are awarded only in certain circumstances and each request is considered on its own merit.

What is an Extension?

An extension gives you additional time to complete your dissertation/thesis. Whether you are registered on a part-time or full-time basis the Faculty Board of Education, on the recommendation of the Board of Studies of your respective Master's programme may grant you a first extension of up to six months.

Following the six months, if you have still not managed to complete your work, and in special circumstances, on the recommendation of the Faculty Board of Education, Senate may grant you a further extension of one year which can be extended by a further year. Fees for extension years may be applicable.

In the case of doctoral studies Senate, on the recommendation of the Faculty Board of Education, may grant an extension of studies of up to 2 years, whether you are registered on a full-time or part-time basis. Fees may be applicable.

21. (1) The Board may grant students registered on Postgraduate Courses an extension of up to six months in order to enable them to complete their studies, irrespective of whether they are registered on a full-time or a part-time basis.

(2) In special circumstances and on the recommendation of the Board, Senate may grant students a further extension of up to two years in order to enable them to complete their studies, irrespective of whether they are registered on a full-time or a part-time basis.

General Regulations for University Postgraduate Awards, 2008

20. (1) Studies for the Ph.D. Degree shall extend over three years of full-time study or six years of part-time study. If the nature of the work or the research so demands, the Committee may recommend to Senate a longer period.

(2) In the case of students accepted in terms of paragraph (2) of regulation 6, the period of full-time study shall normally extend for not less than four years.

(3) On the recommendation of the Board and the Committee, Senate may grant students an extension of studies of up to two years in order to enable them to complete their studies, irrespective of whether they are registered on a full-time or a part-time basis.

Ph.D. Degree Regulations, 2008

When should I apply for an Extension?

When working on your research you should be in regular contact with your supervisor.

Should you experience any difficulties and think that you will not be able to finish your work on time the first person you should consult is your supervisor. Together with your supervisor you should decide the best way forward. In case of serious difficulties you may also contact the Dean or the Deputy Dean.

You should apply for an extension at least four weeks prior to the end date of your programme of studies. The duration of your programme of studies may be found in the bye-laws of your Master's programme or the Ph.D. bye-laws of the Faculty.

You should make every effort to reach your deadline. Extensions are not granted automatically.

How do I apply for an Extension?

Once that you have decided, together with your supervisor, that you require an additional amount of time to complete your dissertation/thesis you can apply for an extension of studies.

In order to apply for an extension of studies of your postgraduate course, you need to fill in a form that is available on the University of Malta website <https://www.um.edu.mt/registrar/students>.

This form needs to include a reason for requiring an extension and a recommendation by your supervisor. You should also attach any relevant documentation such as medical certificates to the form. This form should be submitted to the Faculty of Education at least four weeks prior to the end date of your course. Doctoral students should submit a letter giving reasons for request to the Chairperson of the Faculty Doctoral Committee.

What is a Justifiable Reason for an Extension?

Academic

If you have experienced any unavoidable delays in the research process that arise when working with the participants of the study; difficulties with writing and/or other academic issues. Your supervisor should submit a detailed report corroborating the difficulties you have experienced.

Medical

If you have been unwell for a period of time. Supporting medical documents from your medical practitioner or from the University's counselling services need to be submitted. The medical documentation needs to be relevant to your specific case and signed by a specialist in the field. Medical certificates from your general practitioner are not usually accepted. If your issues are psychological, such as anxiety related difficulties, then you need to present a psychological profile from your psychologist/psychiatrist.

Work Related

If you have started a new job, are experiencing difficulties at work that are not allowing you to focus on your research. Your request should be accompanied by a letter from your employer (such as Head of School, School Principal) outlining the difficulties at work.

Personal

Certain life events such as having a baby, getting married, family difficulties, death in the family may cause undue stress and changes that may not allow you to focus fully on your studies. Your request should be accompanied by documentation indicating the difficulties you are encountering.

Progress Reports

Throughout your research journey, your supervisor should submit progress reports indicating how you are working on your dissertation/thesis.

These reports provide an indication of your commitment to the research you are engaged in and information regarding the completion of your dissertation/thesis.

You should discuss your progress report with your supervisor as this may determine whether you will be granted the extension you require.

What reasons do not justify being granted an extension?

- ◆ Medical reasons that are not supported by documentation from a specialist.
- ◆ Personal reasons that are unaccounted for.
- ◆ Moving house.
- ◆ Leaving the Island for vacation purposes.
- ◆ Work-related issues that are not endorsed by employer.
- ◆ Academic-related issues not supported by supervisor.
- ◆ Lack of motivation to complete dissertation/thesis.
- ◆ To obtain funding from a sponsor.
- ◆ To remain registered as a student of the University of Malta.

The Faculty of Education will do its best to support you in the completion of your degree.