

## M.SC. IN DIGITAL GAMES EXTENSION GUIDELINES

### General Information

As a post-graduate student following a Master's at the Institute of Digital Games 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 course. If need be, as outlined in the General Regulations for University Postgraduate Awards, 2021 you may apply for an extension to your submission date. This extension is considered by the respective boards of studies and is subject to approval by Faculty Board. The extension is awarded only in certain circumstances and each case is considered on its own merit.

### Deadlines

As a Masters student, you have been given a deadline by which to complete your postgraduate course. These can be found in the bye-laws of your program. If you foresee that you cannot submit your dissertation or thesis by this deadline you should apply well in advance to extend your submission **deadline**. If your extension has not been approved and you do not submit by your deadline you may be asked to withdraw from your course and will not be able to graduate.

### What is an Extension?

An extension gives you additional time to complete your dissertation/thesis. Whether you are registered on a parttime or full-time basis the Faculty Board of Education, on the recommendation of the Board of Studies of your respective program can 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 up to a maximum of two years. Fees may be applicable in this case.

19. (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 fulltime or a part-time basis. General Regulations

### Course Duration

The duration of your course may be found in the bye-laws of your program and can be accessed through the Faculty of Education website. Make sure that you are aware of the deadlines for the submission of your dissertation or thesis so that you can prepare a time frame for your work.

### When should I apply for an Extension?

When working on your research you should be in constant 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 two weeks prior to the end date of your program of studies.

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**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 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 Institute of Digital Games office two weeks preceding an Institute of Digital Games Board meeting. For the dates of the Board meeting kindly consult the following [calendar](#).

## 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 or the University Counselling services.

### 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 from a specialist indicating the difficulties you are encountering.

## 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.



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Institute of Digital Games