

Submit only in case this applies to BOZ-EST@utwente.nl

APPENDIX D: Request for extension

Family name: _____

Given name(s): _____

Student number: S _____

Master's student in the MSc programme Educational Science and Technology (EST) could not receive "green light" for arranging the colloquium at the envisaged date as formalised in the Timeline form (appendix A). Some more time to complete the thesis is needed, and therefore a request for an extension of the Final Project is submitted with this form.

Depending on whether the cause of not meeting the deadline or not getting "green light" was **within or outside the control of the student**, an extension for the first attempt can be requested, or a new deadline for a second attempt can be set.

Either option A or option B applies:

- A) Was the delay caused by **exceptional personal circumstances**, or was it caused by **circumstances within the project** over which the student had no influence?

As soon as it becomes clear during the final project trajectory that either one of these causes plays a role in not being able to meet the deadline, the student must start the procedure to apply for a one-time extension of the first attempt:

Provide a brief explanation why the deadline was not met, or why the status of the thesis was not sufficient to obtain green light:

In case the delay was caused by personal circumstances, did you inform the study adviser?

☐ Yes ☐ No → please still do this a.s.a.p.

After submitting this form the request will be reviewed by the EST programme board and the student will be informed about the outcome. When the extension has been granted and a new, extended deadline has been set (which is still considered the first attempt), the final steps towards the colloquium can be continued.

- B) When **no such circumstances** outside the control of a student played a role, a 'fail' for the first attempt (= initial deadline at the end of the semester) will be registered in Osiris. Assuming the student still wants to try and finish the thesis successfully, a new deadline - for a second attempt - must be agreed on via submitting this form. When this date has been set, the student can have one more meeting with the supervisor and receive feedback once more, and then the green light meeting must take place before or on this new deadline.

The student checks the box that applies:

☐ I submit this form for option A

☐ I submit this form for option B

Signature student: _____

Date: _____

----- The student must ask the supervisor to fill in the part below: -----

☐ As the supervisor of the Final Project and master's thesis I support this request.

The supervisor can check (one of) the boxes in case they apply:

☐ I can state that circumstances within the project beyond the student's control caused delay in the final project trajectory.

☐ I am aware that personal circumstances played a role in the delay of the final project trajectory.

☐ I am not aware of any of these two types of circumstances affecting the student's ability to meet the deadline.

Optional, additional remark:

Name supervisor: _____

Date: _____

Signature: _____

When both student and supervisor have signed the form, the student sends it to BOZ-EST@utwente.nl

You will be informed about the decision regarding your request as soon as possible. The new deadline will be set and communicated to you.

Note:

In case the requirements for Green Light are still not met by this new date for the second attempt, you cannot continue this Final Project anymore. If you still want to finish the MSc EST degree programme, you will have to do a new Final Project (together with the start of the next cohort).