

Application for Extension of Study Duration

1. Notes to Students

Students are strongly advised to read the “Notes to Students” at the top of the application page and the [Student Handbook](#) under the Section “Normal Duration for Completion of a Programme” carefully before proceeding to fill out the application.

Once the application is submitted successfully, your programme hosting Department/Faculty will be notified and subsequent change to the application could not be made.

2. Study Information

Information related to your study are provided in this section.

For non-local students who are approved for extension of study duration, please be reminded that you must possess a valid student visa to study in Hong Kong. The expiry date of your student visa is shown on the landing slip (white colour) which states until when (dd-mm-yyyy) you are "permitted to remain" in Hong Kong as a student. In case your student visa is going to expire, please apply for visa extension at least 4 weeks before the expiry date (if you are a full-time student in Hong Kong)/apply for a new student visa at least 8 weeks before the expiry date (if you are a part-time student or you are not in Hong Kong). Please refer to the AR website (<https://www.polyu.edu.hk/ar/web/en/for-polyu-students/visa-matters-for-non-local-students/index.html>) for details.

Section I Study Information					
Programme	71026-MTF MA ENGLISH STUDIES FOR THE PROFESSIONS (English Language Teaching)	Mode of Study	Mixed Mode Full-time	Department	ENGL
Original Study End Year/Semester:	2022/1				
Approved to extend to Year/Semester:	2022/1				

3. Application Details

Select/input the following information from the drop-down menu and in the required fields, if necessary:

- Extension period ^[Notes 1 & 2];
- Justification for extension ^[Note 3];
- Supporting document of the application ^[Note 4].

Notes:

1. Select the extension period of study duration (excluding summer terms). If your “Study End Year/Semester” falls in Semester 2 (e.g. 2020/2), you may be allowed to continue your study in the subsequent Summer Term (e.g. 2020/3) without having to submit this application. Please consult your programme hosting department about this provision.
2. Application for extension of study duration must be submitted before the commencement of PolyU’s scheduled examination period of your “Study End Year/Semester”.
3. Justification of the application must be provided.
4. Upload supporting document (if any) for your application by clicking [Add].

4. Declaration

Check the radio button to declare that the information given in this application is complete and true to the best of your knowledge.

Click [Next] to proceed.

The following message will be prompted. Click [OK] to continue.

Note: If you encounter any problem here, please check the security setting of your browser.

5. Confirmation of Application

The information you input will be shown again on this confirmation page. Please double check the information and click [Confirm] to submit the application. You cannot make any changes to the application once it is confirmed. If you wish to make any change(s) to the application, click [Back] to return to the previous page and make the change(s).

Section I Study Information

Programme 71026-MTF MA ENGLISH STUDIES FOR THE PROFESSIONS (English Language Teaching) Mode of Study Mixed Mode Full-time Department ENGL

Original Study End Year/Semester: 2022/1

Approved to extend to Year/Semester: 2022/1

Section II Application Details

I wish to extend my study duration for* 1 Semester (excluding Summer Term) till [2022/2]

Application Status :

Justification Unable to finish the study due to internship.

Supporting Document

File(s)	Remark(s)
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Section III Declaration

I declare that the information given in this application is complete and true to the best of my knowledge.

[Confirm](#) [Back](#)

6. Print the Application

The following message will be shown on the top of the page once your application is submitted successfully. Click [Print] to make a copy of the application if necessary.

Saved successfully. Your application for extension of study duration has been sent to the department/faculty concerned for processing.

Notes to Students

Section I Study Information

Programme 71026-MTF MA ENGLISH STUDIES FOR THE PROFESSIONS (English Language Teaching) Mode of Study Mixed Mode Full-time Department ENGL

Original Study End Year/Semester: 2022/1

Approved to extend to Year/Semester: 2022/1

Section II Application Details

I wish to extend my study duration for* 1 Semester (excluding Summer Term) till [2022/2]

Application Status : Submitted

Justification Unable to finish the study due to internship.

Supporting Document

File(s)	Remark(s)
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Section III Declaration

I declare that the information given in this application is complete and true to the best of my knowledge.

[Print](#)

Last updated on 16 Mar 2021