**研究生毕业延期申请表**

**Application for Postgraduates Study Period Extension**

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| 1. **学生信息Student Details**   1.1姓名Full Name: 1.2学号Student ID. No.:  1.3入学时间Registration date：  1.3专业Major: 1.4第几次延期 Applying for the extension 1st 2nd 3rd 4th | |
| 1. **延期时间 Study Period Extension (Only one semester each time)**   2.1申请延期至New Extension Date: 年Y 月M 日D | |
| 1. **延长原因Reason for Study Period Extension Application:**     申请人签字Signature of the Applicant: 日期Date: | |
| 1. **导师意见Opinion of Supervisor：**   延期原因  🞎毕业论文未发表 No paper published  🞎大论文未完成 Incomplete of Dissertation  🞎答辩未通过 failed the [graduation](javascript:void(0);) [thesis](javascript:void(0);) [defenses](javascript:void(0);)  其他  □同意Approved □不同意Disapproved    同意延期至： 年 月 日  签字Signature 日期Date | **5. 教学学院意见Opinion of the respective faculty:**  延期原因    □同意Approved □不同意Disapproved    同意延期至： 年 月 日  签字Signature 日期Date |
| 1. **辅导员意见Opinion of Class Teacher:**   因  □同意Approved □不同意Disapproved  同意延期至： 年 月 日  签字Signature 日期Date | **7. 海外教育学院教务办意见Opinion of Teaching Affairs Office in OEC (509E,Ms. Li)：**  延期原因  □同意Approved □不同意Disapproved    同意延期至： 年 月 日  签字Signature 日期Date |
| **8. 保险费/住宿费Students Affairs Office(Ms. Gao)**  **Insurance fee for the extension period paid or not**  □半年 300元 300 RMB/semester  □一年 600元 600 RMB/year  签字Signature 日期Date | **9. 学工部门意见Opinion of Students Affairs Office:**  □同意Approved □不同意Disapproved    同意延期至： 年 月 日  签字Signature 日期Date |
| **10. 海外教育学院意见Opinion of OEC（Vice Dean, office 212）**  □同意Approved □不同意Disapproved  同意延期至： 年 月 日  分管院长签字Signature 日期Date | |

**备注Note**

\*延期毕业的研究生每次延长期限不得超过半年。硕士学习期限最长不超过5年，博士学习期限最长不超过6年。**Students who fail to graduate on time will only be able to extend their residence permit for a half year each time. For master, the longest learning period is no more than 5 years. For PHD, the longest learning period is no more than 6 years.**

\*本表一式三份，海外教育学院教务办、学工办、学院各留存一份。

**This form is in triplicate which should be kept by Overseas Education College(Teaching Affairs Office)，Students’ affairs office and Student’s School.**

我已经阅读上述条款，将会严格遵守毕业延期管理规定 I have read the aforementioned information and conditions, and I will comply . 申请人签字Signature of the Applicant: 日期Date: