## Part A: To be Completed by the Applicant

1. Name of the Applicant:

2. Designation:

3. Department/Institute at BUET:

4. Mailing Address:

5. Email:

6. Department and University Pursuing M.Sc./Ph.D. (As approved by BUET):

 a. Department:

 b. University:

7. Name of Your Supervisor(s):

8. Starting Date of Study Leave:

9. Approved Period of Study Leave:

10. Period Applied for the Extension:

11. Explain the Reason of Late Application if Applicable:

12. Title of the Research Work:

13. Credit Hours and Other Examinations Required for the Study Program (M.Sc./Ph.D.):

 a. Theory Credit Hours: b. Thesis Credit Hours:

 c. Other Examinations:

14. Credit Hours and Examinations Completed while Applying for Extension:

 a. Theory Credit Hours: b. Thesis Credit Hours:

 c. Other Examinations:

15. Publications During the Study Program:

 a. No. of Journal/Transaction Papers: b. No. of Conference Papers:

16. Expected Dates:

 a. Completion of Degree: b. Joining to BUET:

17. Reasons for an Extension (specific justification is required if the study leave exceeds 4 years):

18. Did You Change Your Supervisor and/or Research Topic? Yes/No:

 If Yes, explain the reason(s) in brief:

Signature of the Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Attach all official documents as appropriate in support of your application (e.g., transcripts, copy of publications, etc.).

## Part B: To be Completed by the Supervisor

1. Comment on the Academic Progress:

2. Expected Date of Completion of Degree:

Signature of the Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_