

## Application for an extension of the submission deadline

Master's thesis     Bachelor's thesis

<b>Last name</b>		<b>First name</b>	
<b>Street and number</b>		<b>Zip code and city</b>	
<b>Phone/mobile no.</b>		<b>Degree program</b>	
<b>Student ID no.</b>		<input type="checkbox"/> full-time	<input type="checkbox"/> part-time

I hereby apply for an extension to the deadline to submit my thesis.

**Reasons (Please attach documentation for verification!):**

**Joint thesis with:** \_\_\_\_\_

(first name, last name, student ID no.)

**Thesis topic:**

Advisor [professor/faculty member/assistant lecturer]

**Please enter the original timeframe for writing your thesis:**

<b>Starting date</b>		<b>Submission date</b>	
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I am applying for an extension until: \_\_\_\_\_.

\_\_\_\_\_  
Date/ applicant's signature

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**(To be completed by the Exam Management Office or Examination Board)**

- I hereby grant the extension of the submission deadline until \_\_\_\_\_.
- I hereby do NOT grant the extension of the submission deadline.

On behalf of the Examination Board

\_\_\_\_\_  
Date and signature

## **Helpful hints on completing the form/information**

Please submit the deadline extension application to the Examination Office as soon as possible, so that the process can be completed before your previously defined deadline.

Ideally, you should send the completed application form together with the verification documents to the Examination Office of the School of Business at the address below using your @student email address:

[pruefungen.wirtschaft@hs-mainz.de](mailto:pruefungen.wirtschaft@hs-mainz.de)

You and your advisor will be informed about the outcome of your application by an email to your @student email address.

### **Please note:**

If you are applying for an extension due to illness, please make sure you use our form *Application to certify inability to take exams* (see the download section of our website) and enclose it with your application.